SIND
PUBLIC WORKS DEPARTMENT

Circulars

of

Chief Engineer

PUBLIC WORKS DEPARTMENT

Buildings, Roads and Public Health Works

First Edition

1955

Volumn I

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L (IV) 292

LIST OF CORRECTIONS SLIP POSTED

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L (iv) 292—B.

LIST OF CORRECTIONS SLIP POSTED

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No. 1

PUBLIC WORKS DEPARTMENT

No. 9094-D.

9, Napier Barracks, Karachi, dated 17th April, 1953.

CIRCULAR.

It is observed that officers *viz*: Superintending Engineers and Executive Engineers are not keeping any watch over the performance of the machinery. The civil staff is absolutely ignorant and indifferent to the working of the machinery. They consider this to be the duty of the Mechanical staff alone.

For the efficient performance of the duties, it is essential that:—

1. The civil staff should know the working of the machinery. This may be helped by arranging for the supply of pamphlets on the working of machinery. Such pamphlets could be had from the manufacturers through the Mechanical Engineer.

2. Regular monthly Return should be called from the Executive Engineers showing the hours of work, hours of break downs and repairs, hours of idleness. Typical form of this Return is shown below.—

Monthly Return.

Serial No.	Name of machinery.	No. of hours of actual work in the month.	No. of hours of idleness due to non-repairs.	Hours of idleness due to non-arrangement.	Actual work done in the month.	Remarks explaining the causes of slow progress of idleness or break downs of the machinery.
1	2	2	4	5	6	7

It will be desirable to maintain registers in the above form and separate pages all other to each machine.

Whenever undersigned or the Superintending Engineers inspect the site of work this Return should be immediately put up. The Return should always be complete upto the day previous to the inspection.

When it is found that the machinery has remained out of repairs for long, the matter should be taken up with the Superintending Engineer Mechanical and Research Circle. If it is found that machinery has remained ideal, for long without it indicates that civil officers have

been negligent in arranging the programme for work in advance. Suitable action needs to be taken in such cases.

3. The civil staff should know the full details of the daily working expenses, the daily average out turn and the depreciation charges of the machinery in order to study the economics of the work.

4. Log book should invariably always be available on the machine. All entries for the completion of record or connected with the machinery should be copied from the log book and the later should never be removed from the machinery.

The log book should be countersigned by the civil mistries, drivers and contractors' agents. All Superintendening Engineers, Executive Engineers, Sub-Divisional officers (both mechanical and civil) while on inspection should intitial the log books in token of having seen them.

A. G. SHAIKH,
Chief Engineer,
Public Works Department,
Buildings, Roads and Health Works.

Copy forwarded to :—

(a) All Superintending Engineers, Executive Engineers and Sub-Divisional officers in the administration.

(b) Superintending Engineer of the Mechanical and Research Circle with a request please direct Mechanical Engineers to pay immediate attention to proper repairs and working of road machinery.

No. 2

PUBLIC WORKS DEPARTMENT

No. 3099-W(i),

9, Napier Barracks, Karachi, dated 5th May 1953.

CIRCULAR.

Many shops have sprung up within road limits of P.W.D. Roads. It is learnt that most of them are unauthorized and no lease money is being realized from them.

It is very desirable to have shops and other eminities along the Roads for the facility of travellers, but indiscriminate development of this type cannot be permitted. Attention is drawn to the Government Resolution Revenue Department), No. R-3761-F, dated the 16th September 1944 (copy attached) regarding Ribbon Development. For final orders regarding the location of the shops and overall policy to be followed in this connection, it is hereby ordered that such proposals should invariably always be shown to the undersigned in his camp for approval, and regular collection of lease money be arranged.

Besides shops, there is cultivation within Road limits. This should be stopped. Such unauthorized cultivation seems to be generally with the convinance of the staff. Revenue authorities may be approached wherever necessary.

A. G. SHAIKH,
Chief Engineer,
Public Works Department,
Buildings, Roads and Health Works.

To

The Superintending Engineers of Communications Circles.

Slopes of earth work.

No. 3

PUBLIC WORKS DEPARTMENT

No. S-26/4-W(i),

Camp Hyderabad, dated 5th June 1953.

CIRCULAR.

Inspite of the instructions issued regarding proper formation widths and slopes. In many cases slopes of 1 to 1 are being kept. The slopes should be from 2 to 1, to 4 to 1 depending upon the height of the road above the general ground. It will be preferable to have 3 to 1 slopes. Immediate steps should be taken to make up the slopes before the start of rainy season. Sub-Divisional officers and subordinates will be made to pay for any damage caused to the road due to neglect in this respect.

A. G. SHAIKH,
Chief Engineer,
Public Works Department,
Buildings, Roads and Health Works.

No. 4

PUBLIC WORKS DEPARTMENT

No. 9365-W (i),

9, Napier Barracks, Karachi, dated 20/24th June 1953.

CIRCULAR.

It is found that there is difficulty of getting water for drinking and for vehicles along the national highway specially in the portion from Karachi to Kotri. Public is greatly inconvenienced. It is desirable that water stations should be established at suitable places along the road where water could be conveniently had. Such stations should be about 25 to 30 miles part. At each station one man could be permanently kept who will arrange water for drinking as well as for vehicles. If necessary tube wells may be put in. Proposals showing the initial and recurring cost should be submitted.

A. G. SHAIKH,

Chief Engineer,

Public Works Department,

Buildings, Roads and Health Works.

No. 4-A

PUBLIC WORKS DEPARTMENT

No. 9303-W (i),

9, Napier Barracks, Karachi, dated 20th June 1953.

Your attention has previously been drawn that execution of works is far from satisfactory. The main cause of such poor quality of work is the lack of study and grasp of specifications by Executive Engineers and Sub-divisional Officers. Due to such lack of knowledge, they are not able to give any guidance to the contractors and the subordinates. It is, therefore, very essential that they should study and understand the specifications. The best way of understanding specification is that samples of all items of material and work should be got constructed and should be approved before the work is started on large scale. If this practice is followed, it will be very easy for persons concerned to grasp the work and understand as to what is expected of them. It should be the duty of the Executive Engineers to see that samples are approved by the Executive Engineers and that they will be responsible for failure. Superintending Engineers should also make it a point to see during their inspections that such approved samples are available everywhere.

Any negligence in this respect should be severely dealt with.

A. G. SHAIKH,
Chief Engineer,
Public Works Department,
Bhildings, Roads and Health Works.

No. 5.

PUBLIC WORKS DEPARTMENT.

No: 9366—W (1),

9, Napier Barracks, Karachi, 24th June 1953.

CIRCULAR.

It is observed that passsengers and loading lorry normally stop in the middle of the Road causing great inconvenience to the traffic. It is desirable that permanent lorry and bus stands with side platforms as per typical design for a bus stage (enclosed) be provided clear of the formation width of .the Road. At these stages trees should be planted for the facility of the Public.

A. G. SHAIKH,
Chief Engineer,
Public Works Department,
Buildings, Roads and Health Works.

To

The Superintending Engineers of Communications Circles.

No. 6

PUBLIC WORKS DEPARTMENT

No. S-88/6-W (1),

9, Napier Barracks, Karachi, 26th June 1953.

CIRCULAR.

It is found that large quantities of bitumen are being used. There is no system of allocations and working balances as in the case of cement. This is a very costly item and is obtained with much greater difficulty than cement, as foreign exchange is required for this commodity. Due to recent difficulties of foreign exchange there are very remote possibilities of getting bitumen in near future. It is therefore, requested that Superintending Engineers should exercise proper control over the use of bitumen.

A. G. SHAIKH,
Chief Engineer,
Public Works Department,
Buildings, Roads and Health Works.

No. 7

PUBLIC WORKS DEPARTMENT

No: S—26/4—W (1),

9, Napier Barracks, Karachi, 14th July 1953.

CIRCULAR.

It has been observed that beldars on Roads are made to work in Gangs with the Result that no body is responsible for any portion of the Road and the condition of the Roads is deteriorating. This system seems to have been introduced on the initiative of some of the Road mistries and other establishment who aviod to inspect long lengths every day.

It is hereby ordered that definite length of Road should be allotted to each beldar who should be made responsible for its proper maintenance. If any damage occurs in any beldar's beat some Departmental labour be allowed to the beldar to put the conditions of the Road in good order. This change in system has been discussed with the Superintending Engineers and they agree.

A. G. SHAIKH,
Chief Engineer,
Public Works Department,
Buildings, Roads and Public Health.

To

The Superintending Engineers of Communications Circles.

No. 8

PUBLIC WORKS DEPARTMENT

No. S-26/4-W (i),

9, Napier Barracks, Karachi, dated 15th July 1953.

CIRCULAR.

It has generally been found that the road staff is very negligent in carrying out earthwork. It is little realised that the condition of road depends upon the earth work. Even pucca roads have been seriously damaged or spoiled due to insufficient care taken in earth work. It should therefore, be impressed on all the concerned that earth-work should be done properly. All specifications should be strictly adhered to. Earth work should be laid in lays and clods should be broken else the road will be waivy inspite of any subsequent efforts.

2. Another major defect, that is found is that no profiles are given. First the width should be calculated properly and laid out at site. After that road side nallies should be laid and then site fixed for barrow pits, if more earth is required. This point needs special attention near approaches of bridges. The earthwork should first be done from road side nallies and the balance should be obtained from borrow pits. It is found that road side nallies are not excavated. These should be excavated in all tracts, whether perenial or inundation.

3. Another major defect is that soil is not selected properly. This should be done as far as possible consistent with economy. It will be preferable to pay for a little lead provided good soil is available at some distance. In many cases it is found that barrow pits are excavated very deep and sand is obtained below one or two feet. Earthwork labour prefers to have borrow pits in sand. Sand is very bad for surface as in such cases shallow pits should be put in there is no objection to use sand provided it is covered with good earth layer 6″ thick.

4. All staff hould be warned that they will be severely dealt with if any defects are found hereafter in the earth work.

A. G. SHAIKH,
Chief Engineer,
Public Works Department,
Buildings, Roads and Health Works.

Copy to all Superintending Engineers.

Spare copies for Executive Engineers and S.D.Os.

No. 9

PUBLIC WORKS DEPARTMENT

No. S-26/4-W (i),

9, Napier Barracks, Karachi, dated 15th July 1953.

CIRCULAR.

It is found that very heavy expenditure is being incurred on Sur grassing the roads throughout Sind, specially in Upper Sind. There seems to be very great leakage on this item. It is observed that neither the bundles are proper nor the length of the sur grass is as per requirements. The place from where the sur grass is being procured was not known to many Sub-Divisional Officers and Executive Engineers. Inspite of that, very great leads are being paid for. It is requested to see that leakage is stopped and the work is done properly. As already written sur grass should be grown in the road side nalies and in borrow pits, which could easily be done, as explained at site. Abkalani is the proper season for growing sur grass. Immediate and vigorous steps should be taken in this direction. Where it is not possible to obtain sur grass easily within road limits, proper control should be exercised.

A. G. SHAIKH,
Chief Engineer,
Public Works Department,
Buildings, Roads and Health Works.

Spare copies for Executive Engineers and Sub-Divisional Officers.

No. 10

PUBLIC WORKS DEPARTMENT,

No. S-26/4-W (1),

9, Napier Barracks, Karachi, 22nd July 1953.

CIRCULAR.

Many Contractors have been complaining that their claims are kept pending in the Offices of the Superintending Engineers and Executive Engineers for a long time. This state of affairs is very undesirable. All concerned are requested to look into the claims of all Contractors and the Superintending Engineers to please fix time limit for every case for disposal.

List of all pending claims in every Division should be shown to the Chief Engineer in camp.

A. G. SHAIKH,
Chief Engineer,
Public Works Department,
Buildings, Roads and Health Works.

To

The Superintending Engineers of Circles (under Roads and Buildings Administration).

No. 11

PUBLIC WORKS DEPARTMENT

No. S-26/4-W (1),

9, Napier Barracks, Karachi, dated 23rd July 1953.

CIRCULAR.

Complaints are received from various Contractors for delays in payment. In some cases Contractors are obliged to mortgage their properties on account of delays in payment to them. This state of affair is very undesirable.. The delay in payment not only retards the progress of work but raises the rates of work.

It should be seen that atleast monthly payments are made to the Contractors, though fortnightly payments will be more desirable.

Superintending Engineers are requested to watch the payment side of the Contract whenever they are in camp and make enquiries from the Contractors from time to time.

A. G. SHAIKH,
Chief Engineer,
Public Works Department,
Buildings, Roads and Health Works.

To

The Superintending Engineers of Circles (under Roads and Buildings Administration).

Mosques :

Construction of the—

No. 12

PUBLIC WORKS DEPARTMENT

No. 7411-W (2),

9, Napier Barracks, Karachi, dated 17th August 1953.

CIRCULAR.

Of late, it has been observed that mosques are being constructed by the Government servants and others within the compound of the Government offices, bungalows and quarters, without obtaining prior permision of the Public Works Department as required by para 256 of the Bombay Public Works Department Manual 1st edition.

2. All officers are requested that they should not allow un-authorised construction of mosques in the compound of Government offices and bungalows without getting the prior approval of the Public Works Department authorites.

A. G. SHAIKH,
Chief Engineer,
Public Works Department,
Building Roads and Health Works.

To

All Heads of Departments.
All Heads of Offices.

Change in Specifications:
Instruction regarding the—

No. 13.

PUBLIC WORKS DEPARTMENT

No. 6159/1-W (1),

9, Napier Barracks, Karachi, dated 18th August 1953.

CIRCULAR.

It has been observed in some cases that the Superintending Engineers change specifications of the entire work covered by the agreement and sanction it as an extra item without permission of the sanctioning authority. This procedure is incorrect vide paragraph 530 of the Public works Department Manual.

2. The Superintending Engineers are therefore requested to see that the rules are followed properly and no important change in specifications is made without the permission of the sanctioning authority. They are further informed that no work on Extra Item Statement should be done without proper sanction of rates by competent authority.

A. G. SHAIKH,
Chief Engineer,
Public Works Department,
Buildings, Roads and Health Works.

To

The Superintending Engineers of Circles, (under Roads and Buildings Administration).

Honourable Ministers minutes
Speedy disposal of—

No. 14

PUBLIC WORKS DEPARTMENT

No. S-26/4-W (1),

9, Napier Barracks, Karachi, dated 20th August 1953.

CIRCULAR.

It is observed that whenever any information required by Honourable Ministers, is called for from the Superintending Engineers, it is not supplied to the Secretariat immediately, inspite of clear instructions issued to that effect. This is most undersirable.

The Superintending Engineers are informed that such cases should be given *top priority* and the information required by Honourable Ministers should invariably be furnished *within* 3 *days from the date of recipt of such reference in the Superintending Engineer's Office.*

If it is not possible for the Superintending Engineers to furnish the requisite information within the specified period of 3 days, an interim reply should invariably be given stating the reasons for delay.

A. G. SHAIKH,
Chief Engineer,
Public Works Department.
Buildings Roads and Health Works.

To

The Superintending Engineers of Circles (All),
The Electrical Advisor to Government and Electrical Inspector in Sind.

No. 15

PUBLIC WORKS DEPARTMENT

No. 9303-W(1),

9, Napier Barracks, Karachi, 20th August 1953.

CIRCULAR.

It has been observed that earth-work of all new roads is being done upto the bottom level of the hardcrust and the berms are raised after the hard crust is laid. This practic has got two disadvantages, namely :

(a) The sub-grade below the hard crust is not adequately consolidated and.

(b) In the time between laying of hard crust and raising of the berms to hard crust level, rain water etc. finds way underneath the hard crust, thereby causing settlement in the hard crust. Delay in raising the berms amounts to exposure of edges of hard crust which are often found breaking under separate traffic load.

2. It is therefore, ordered that in future all earth work shall be done and consolidated up to designed top level of the hard crust and necessary excavation done for the hard crust when later is to be laid. The excavated earth shall be put on the berms and dressed finally to designed section.

A. G. SHAIKH,
Chief Engineer,
Public Works Department,
Buildings, Roads and Health Works.

To

The Superintending Engineers of Circles, (under Roads and Buildings Administration).

The Executive Engineers of Divisions (all), (under Roads and Buildings Administration).

Defects in execution of the work.

No. 16.

PUBLIC WORKS DEPARTMENT

No. 9303—W (1),

9, Napier Barracks, Karachi, dated 24th August 1953.

CIRCULAR.

Inspection of Road works has shown that no proper care has been taken in following the specifications during execution of Road works, specially the following fundamental points, are resulting in heavy damages to the Road surface during rains.

(a) Earth work of the Road formation is not properly laid in layers and consolidated. It is not given proper slope out side for the drainage of rain water. These defects in construction result in heavy settlement and rain gharas during rains. The hard crust is also damaged thereby in as much as the edges of hard crust are exposed and subsequently damaged by the traffic. Rain water finding ways underneath the hard crust creates hollows and ultimately settlement of hard crust.

(b) Scientific instruments are not used properly and adequtely for the purpose of giving proper slope and camber to the Hard Crust with the result that rain water collects in pools on the Hard Crust.

2. It is requested to impress upon all Executive Engineers and Sub-Divisional Officers the importance of proper implementation of specifications during execution of work. Government loses very much by these damages and life of road is reduced.

A. G. SHAIKH,
Chief Engineer,
Public Works Department,
Buildings, Roads and Health Works.

Copy forwarded with compliments to the Superintending Engineers and Executive Engineers (all).

Record.

No. 17.

PUBLIC WORKS DEPARTMENT

No. S-26/4-W (1),

9, Napier Barracks, Karachi, dated 31st August 1953.

CIRCULAR.

It is observed that Sub-Divisional Officers and Overseers do not maintain proper record. It is, therefore, hereby ordered that they should possess following record when on outdoor duty :—

(1) Index map of the Sub-Division 1″ = 1 mile scale showing :—

(a) Educational Buildings marked as red dot.

(b) District Bungalows marked as yellow dots.

(c) All other Departments Buildings marked as green dots.

(d) Stone quarries from which sub-Division works are being fed.

(e) Sites of kilns from which bricks are being received.

(f) Public Works Department roads with mileage marked in-standard colours.

(g) District Local Boards Roads with mileage marked in plain lines.

(h) Irrigation channels with masonary structures shown on them.

Note :—Plans should be completed as early as possible.

(2) Designed L. sections and designed cross sections of Public Works Department roads in charge.

(3) Copies of specifications of all types of hard crusts, earth work, brick pavement, sur grass, work masonary and other items of works in use in Public Works Department.

(4) Upto date register of masonary structures.

(5) Expenditure showing allotments and monthly expenditure by sub-heads.

(6) Progress reports of works in progress.

(7) Register of Buildings.

(8) Efficiency performance register of machinery in their charge.

(9) Copies of schedules of sanctioned tenders.

(10) Copies of sanctioned Estimates.

(11) In addition they should have following personal record in their office.

1. Land Register with land Plans.

2. Printed return of Buildings.

3. Circular of Executive Engineers, Superintending Engineers and Chief Engineer.

4. Inspection Notes of Executive Engineer, Superintending Engineer and Chief Engineer.

5. Condensed L. sections of Roads.

Note :—Overseers should have copies made in their own hand writing.

6. Map of Division (scale 4 miles = 1″).

Superintending Engineers and Executive Engineers are requested that they should check this record from time to time and see that it is always kept uptodate and complete.

A. G. SHAIKH,
Chief Engineer,
Public Works Department,
Buildings, Roads and Health Works.

To

The Superintending Engineers of Circles,
(under Roads and Buildings Administration).

The Executive Engineers of Divisions (All).

(under Roads and Buildings Administration).

Improvements to Roads not included in Road programme

No. 18.

PUBLIC WORKS DEPARTMENT

No. 2469-W(1),

9, Napier Barracks, Karachi, dated 31st August 1953.

CIRCULAR.

Applications for the improvements to roads not included in any Road programme are being received from Public from time to time. It has been decided that for such roads, which are considered important and are not included in any road programmes, index plans should be got prepared and approximate cost together with the following information be given as "Abstract proposal".

(1) Name of Road.

(2) District.

(3) Length.

(4) Specification proposed.

(5) Approximate cost.

(a) Earth Work.

(b) Masonary Structures.

(c) Hard Crust.

(d) Other Miscellaneous Items.

(6) General note explaining necessity and other important features.

This information should be supplied within a fortnight, separately for each road.

2. Further action in the matter should be taken when Government decision is obtained.

3. Please also open a register in your, circle in which such applicants should be entered Districtwise, so that schemes could be prepared without difficulty afterwords.

A. G. SHAIKH,

Chief Engineer,

Pubic Works Deprtment,

Buildings, Roads and Health Works.

To

The Superintending Engineers of Communications Circles

The Executive Engineers of Roads Division.

No. 19.

PUBLIC WORKS DEPARTMENT

No. S-26/4-W(1),

9, Napier Barracks, Karachi, dated 22nd September 1953.

CIRCULAR.

It is observed that the extra item statement cases are not disposed of properly with the result that there is protracted correspondence and delay in sanction.

2. Following requirements should be observed while disposing of the cases :—

1. Necessity of works to be fully explained, and as to why this item was not anticipated.
2. Does it replace any item of sanctioned tender.
3. Cost involved.
4. Excess or saving on particular items.
5. Excess or saving on the Estimate.
6. Copy of the Schedule attached to the sanctioned tender should be attached to the extra item statement.

If tender is not sanctioned and work started in anticipation of sanction, it may be taken as if tender is sanctioned.

3. In future whenever any work is started, copy of the Schedule should immediately be sent to Chief Engineer and Superintending Engineer direct by the Executive Engineer within 3 days whether the tender is sanctioned or not.

A. G. SHAIKH,
Chief Engineer,
Public Works Department,
Buildings, Roads and Health Works.

To

The Superintending Engineers of Circles (All).
(under Buildings and Roads Administration).

The Executive Engineers of Divisions (All),
(under Buildings and Roads Administration).

No. 20.

PUBLIC WORKS DEPARTMENT

No. 3686—W (2),

9, Napier Barracks, Karachi, dated 23rd September 1953.

CIRCULAR.

There have been complaints of delay in construction of new buildings and of neglect in maintenance of existing buildings.

Now all these buildings are transfered to this Administration. The duty of all the officers should be to take personal interest and give top priority to this work and see that there arises no cause of complaints in future.

Following instructions are issued for the guidance of all concerned :—

1. Immediate steps should be taken to let out works which are already sanctioned but not let out.

2. New construction with regard to social uplift schemes deserves special consideration, following steps are to be taken :

(a) Site should be got fixed.

(b) Line plans of Buildings to be prepared and got approved from the Department concerned. These should suit the sites.

(c) Layout plan should be prepared.

(d) After approval to (b) detailed plans and estimates to be prepared.

Though the preparation of detailed plans and Estimates is the duty of the Central, Design office, but due to heavy work in Central Designs Division it is not possible for Central Designs Division to complete all plans and Estimates. Every Superintending Engineer, should see that concerned Executive Engineer spares some staff to prepare plans and estimates under instructions of Central Designs Division or Circle office as considered proper.

Prior arrangement should be made for bricks and other Raw materials in advance.

4. All buildings should be inspected by Executive Engineers and Sub-divisional officers within the month of October and report should be sent on the general conditions and the probable amount required to put them in proper conditions.

5. Educational Buildings have been neglected in the past. Most of them are not even borne on return. The final list of these Buildings should

be prepared in consulation with Deputy Educational Inspectors. These should be repaired, properly. If more funds are required, report should be sent as early as possible.

6. Similarly, there have been complaints of neglect of Hospitals. These should be looked after well. A part from duty this is humanitarian service, which should be cheerfully undertaken.

7. There have been complaints of lack of contact with concerned officers for new construction as well as maintenance. Most of the difficulties could be easily by mutual contact and help.

8. Distribution of Buildings among various Sub-Divisions should be made properly and proper records got maintained in Divisional and Sub-Divisional offices and with overseers. Inspection would then be regular.

9. Registers should be opened in Circle and Divisional and Sub-Divisional office for all indents and complaints received from various Departments and their progress should be watched. Circle offices should have entires for only important Buildings. These registers should be reviewed by officers from time to time.

10. All staff should be instructed to study thoroughly all specifications and relevant chapters of Public Works Department Hand Book. Neglect in this respect should be severely dealt with.

11. It is hoped be taken to prepare schedule of rates for the Circle, Pending that, schedules of Irrigation Divisions should be adopted.

It is hoped that all staff will take personal interest in the matter and earn good name for themselves and for the administration.

A. G. SHAIKH,
Chief Engineer,
Public Works Department,
Buildings Roads and Health Works.

*Quarterly Progress Reports of—
Development Schemes.*

No. 21

PUBLIC WORKS DEPARTMENT,

No. 8458-2/9-D,

9, Napier Barracks, Karachi, dated 19th September 1953.

CIRCULAR.

It has been observed that the quarterly progress Reports in respect of Development Schemes are not received regularly in this Department for transmission to the Secretary to the Government of Sind, Development Department. These Reports are required to reach the above officer by 10th April, 10th July, 10th October and 10th January each year for the quarters ending 31st March, 30th June, 30th September and 31st December respectively. The reports should therefore reach this Department or the Department of Education Health and Local Self-Government and Refugee Rehabilitation as the case may be, atleast five days in *advance* so that they can be passed on in time.

2. It is also observed that the Progress Reports are not properly prepared in the revised proforma, a copy of wich was forwarded to all with the endorsement below this Department letters No. 8458-2/9-D dated the 14th April 1953, addressed to the Assistant Secretary to Government, Development Department. It should please be seen that all the columns of the proforma are filled in properly and accurately. It is also essential that the requisite number of copies of these Progress Reports are submitted i.e. 29 copies.

3. Progress Reports have to be submitted (29 copies) even in respect of those Development schemes whose execution has not started as yet. These should also be submitted in the prescribed proforma, with reasons for delay in execution of work and the steps taken to expedite it,

A. G. SHAIKH,

Chief Engineer,

Public Works Department,

Buildings, Roads and Health Works.

To,

The Superintending Engineers of Circles (all) Under Buildings and Roads Administration.

Copy Forwarded with Complements to the Executive Engineers of Divisions under the Superintending Engineers of Circles mentioned above including the Mechanical Engineer, Lower Sind Mechanical Division and U. S. Mechanical Division.

Copy Farwarded with complements to the Department of Education Health and Local Self-Government and Refugees Rehabilitation Department. The Development Department.

Errors in tenders, estimates and schemes—correction of—

No. 22

PUBLIC WORKS DEPARTMENT

No. S-26/1-D.

9, Napier Barracks, Karachi, 6th October 1953.

CIRCULAR.

It has been observed that tenders and estimates received by this Department are seldom complete in all respects with the result that they have got to be returned for compliance of various remarks. The same applies to small schemes or projects received from the Superintending Engineers. A good many arithmetical mistakes and other mistakes in design calculations are found. These mistakes can easily be checked if the Superintending Engineers' offices do not merely pass on the papers but carry on a technical as well as mathematical check of everything.

In order to enable this Department to take quick decisions and to expedite the sanction of tenders, estimates, and schemes, it is hereby ordered that in future any mathematical, or techanical flaw or omission found in the documents, sent to this Department will be viewed with great displeasure. This Department will only carry on a general technical and administrative check of the documents submitted, and if any mistake in the documents, which ought to have been avoided in the Lower Offices, result into defects in works anywhere, the same will be attributed to the Executive Engineers and Superintending Engineers responsible for preparation of the original documents.

A. G. SHAIKH,
Chief Engineer,
Public Works Department,
Buildings Roads and Health Works.

To,

The Superintending Engineer, Lower Sind Communication Circle.
The Superintending Engineer, Upper Sind Communications Circle.
The Superintending Engineer, Public Health Circle.
The Superintending Engineer, Buildings Circle.
The Executive Engineer, of Divisions under the administrative control of above Superintending Engineers of Circles.

No. 23

PUBLIC WORKS DEPARTMENT

No. S-26/1—D,

9, Napier Barracks, Karachi.

Camp Larkana dated the 6th October 1953.

CIRCULAR MEMORANDUM.

It is observed that the progress of all Development schemes is very slow due to following reasons :—

(1) The estimates of work are not thoroughly studied by Officers and staff in-charge. As such work cannot be controlled properly.

(2) If any work and item is started in anticipation of estimates, estimate is not prepared till work is nearly completed, as such contractor and staff work in the dark.

(3) Specifications of works are not read and understood by staff-in-charge and hence proper guidance is not available for subordinate staff and contractors.

(4) No detailed programme is made out in advance. As the result of this, all difficulties are not known till such difficulty arises and the work is stopped and progress is seriously retarded. This is more essential for buildings where roof material should generally be ready on the day of excavation.

(5) Progress is not watched. Even Executive Engineers do not submit progress reports regularly. Some times report submitted indicate that the Executive Engineer has merely signed the report and knows nothing about it. Since progress is not known, Contractor cannot be pushed to expedite progress.

(6) The payments are not made regularly. The contractors are allowed to be harassed by establishment, Regular payments to the contractors should be the primary duty of the Executive Engineers.

(7) Decisions are not taken quickly on the problems that arise. The spcalled evil day is postponed. Long delays have occurred on this account.

One of the main objects of high Officer's visit is that difficult problems should be solved. This can only be done when the the Officers-in-charge are ready with full details and notes on all the points to be decided. Is is generally seen that Officers

shirk or avoid getting decisions mostly due to the reason that they have not taken pains to study and know problems and difficulties in time.

(8) The difficulties of the Contractors are not looked into and solved quickly. Contractors are not given sympathetic treatment.

(9) Extra Items and claims are not decided quickly.

(10) Land acquisition proceeding etc. are delayed. Instructions and Circulars have been issued on all these points from time to time but it is regrettable to note that Officers have not taken personal interest to see that the instructions are carried out properly and works are pushed on vigorously.

Superintending Engineers are requested to take personal interest and not leave every thing to the Executive Engineers, most of whom are not sufficiently experienced. In future very strict view will be taken if the progress of any work is retarded due to any reason.

A. G. SHAIKH,
Chief Engineer,
Public Works Department,
Buildings Roads and Health Works.

To

The Superintending Engineers (Under Buildings and Roads Administration).

The Executive Engineers of Division (All), under B. and R. Administration).

No. 24

PUBLIC WORKS DEPARTMENT

Circular No. 5785-W (2),

9, Napier Barrcks, Karachi, 7th October 1953.

CIRCULAR.

With a view to maintain up to date record Circulars issued by Government from to time in the Divisional and Sub-Divisional Offices, the following instructions are issued, and should be followed rigidly.

(1) All the Executive Engineers and Sub-Divisional Officers under them should open special Circular file which should be indexed properly.

(2) They should also open two files for technical noted as under :—
(a) For notes on buildings.
(b) For notes on roads.

A. G. SHAIKH,
Chief Engineer,
Public Works Department,
Buildings Roads and Health Works.

To

The Superintending Engineer, Upper Sind Communications Circle,
The Superintending Engineer, Lower Sind Communications Circle,
The Superintending Engineer, Building Circle,
The Executive Engineers Roads and Buildings Division (All).
(with spare copies for sub-divisional officers).

No. 25

PUBLIC WORKS DEPARTMENT

No. 3686—W (2),

9, Napier Barracks, Karachi, 19th. October 1953.

CIRCULAR.

On the Inspection of many buildings, it is observed that condition is far from satisfactory especially of all the Provincial Buildings which are in most neglected condition following are the main defects :—

(1) Walls, above and below plinth are affected by Kalar or some bricks are affected by Kalar.

(2) Pointing has come out and in many cases near the plinth.

(3) Roofs are leaking or are in dangerous condition.

(4) The wood work is eaten up or is not protected by painting or solignuming.

(5) Furniture is in very bad condition.

(6) The fitting of Doors and windows are missing.

(7) Floors of certain buildings are affected or worn out.

(8) Compound walls have wholly or partially fallen.

(9) Water connections are defective or very little supply is coming.

The main reason given is paucity of funds which is not convincing. It is always seen that most of the allotments is spent on distempers, Colour and white washing inside and outside and on such other unnecessary items of repairs.

It should be made very clear to every body that Government cannot spend unlimited funds on the repairs of Buildings. The only solution is to spend the allotment very judiciouly, economically and with programme. Following general instructions are issued for the guidence of all staff :—

1. First priority should be given to the work of safety of building such as (a) Roofs (b)Lower portions of buildings (c) Painting (d) Protecting wood work.

2. White or colour washing on outside should be stopped on all buildings.

Only important residential, office and 1st class Bungalow should be *mud washed with addition* of lime if unavoidable. Cost of mud wash, etc. is 1/3 of white wash.

3. All inside white wash in non-residential buildings should be done every 3rd year except in Bath rooms and Kitchens.

4. In residential buildings and 1st class Bungalows following standards may be adopted.

1. Painting. Every 5th years.

2. Distemper. Every 3rd years.

3. White Wash. Every 2nd years.

4. Kitchens and baths white or mudwash. Every year.

5. All out houses, constables and mud washed (with lime) other such quarters, Every 2nd year.

5. Dados may be introduced upto window cills in main buildings to avoid colour washing etc. of the whole walls

6. Similar economics may be made in all items depending on actual conditions.

All these instructions should be rigidly followed. Superintending Engineers and Executive Engineers should make persons pay if any repairs are carried out against these instructions. Savings made from such unnecessary items should be utilized to increase the safety and stability of the buildings.

A. G. SHAIKH,
Chief Engineer,
Public Works Department,
Buildings Roads and Health Works.

To

The Superintending Engineers of Circles (All).
of Roads and Buildings Administration.

The Executive Engineers of Divisions (All).
(with spare copies for sub-divisional officers).

No. 26

PUBLIC WORKS DEPARTMENT

No. S-26/4-W(1),

9, Napier Barracks, Karachi, dated 19th October 1953.

CIRCULAR.

On many existing and new roads some structures are to be built or remodelled during the closure period of Canals. It has been found in the past that no planning is done with the result that the works are let out very late at exhorbitant rates and also job done is unsatisfactory.

2. Work which are intended to be carried out on Inundation and Perennial Canals should be planned properly, plans and estimates got approved and works let out before the end of November every year for perennial Canals and before end of Abkalani for inundation Canals.

3. No explanation will be accepted for delays.

A. G. SHAIKH,
Chief Engineer,
Public Works Department,
Buildings, Roads and Health Works.

To

The Superintendent Engineers of Communications Circles.

Encroachments in P.W.D. limits.

No. 27

PUBLIC WORKS DEPARTMENT

No. S-26/4-W(1),

9, Napier Barracks, dated 20th October 1953.

CIRCULAR.

It has been observed that no adequate and timely steps are being taken by P.W.D. staff to remove encroachments inspite of circular No. 3099-W(1), dated 5th May 1953. At places, new encroachments are observed. Some of the encroachments are very dangerous and make the road un-safe for travel. The reasons for encroachments are as under :—

1. P.W.D. land is not demarcated at site.
2. Compensation has not been paid to the land owners.
3. P.W.D. staff is either negligent or conniving at such things.

Following instructions are issued which should be complied with strictly :—

1. *Demarcation of land.*—Demarcation of land should be made as early as possible. The land plans should be completed. Many encroachments occur near and in the towns. The boundry stones should be fixed there at every 50′ and numbered. Detailed sketches made available in Divisional and Sub-Divisional Offices.
2. *Compensation to Land owners.*—It has been complained at various places that the compensation has not been paid to the land owners. This is very wrong. Steps should be taken to see that the compensation is paid as early as possible. It appears that the Head Clerks are not doing their duties properly though they have no other important work. Where Land acquisition cases are held up in Revenue Department, Executive Engineer should contact those Officers and if necessary the Superintending Engineer should intervence and see that all such cases are disposed off expeditiously.
3. *Neglect of staff.*—It has been observed that the P.W.D. staff has generally been adopting very passive attitude to all such encroachments. If Road Mistries, Road Overseers and Sub-Divisional Officers are keen to see that these encroachments do not crop up, there is no reason why these could not be stopped. A good Sub-Divisional Officer with the co-operation of Revenue and Police Authorities should be able to stop such things.

4. Superintending Engineers are requested to impress upon all the Executive Engineers and the other staff the necessity and importance of

stopping such encroachment. If there are any difficulties, matter should be reported to Government giving full details.

A. G. SHAIKH,
Chief Engineer,
Public Works Department,
Buildings, Roads and Health Works.

To

The Superintending Engineers of Communications Circles.

The Executive Engineers of Divisions (All), under Buildings and Roads Administration.

No. 28

Completion of Roads.

PUBLIC WORKS DEPARTMENT

No. S-26/4-W(1),

9, Napier Barracks, Karachi, dated the 26th October 1953.

CIRCULAR.

As soon as a road is completed in all respects including the berms. Completion report should be sent immediately giving general note on :—

(a) Its length.

(b) Its importance.

(c) Its specifications.

(d) Cost. (Estimate and actual approx :).

(e) Period of work with dates.

(f) Name of contractors.

This report is different from completion report required by Accountants.

A. G. SHAIKH,
Chief Engineer,
Public Works Department,
Buildings, Roads and Health Works.

No. 29

Fixing notice boards on Roads.

PUBLIC WORKS DEPARTMENT

No. 505-W(1).

9, Napier Barracks, Karachi, dated 3rd November 1953.

CIRCULAR.

It has been decided that all notice Boards fixed on Roads in Sind, should be both in Sindhi and English.

A. G. SHAIKH,
Chief Engineer,
Public Works Department,
Buildings, Roads and Health Works.

To

The Superinteding Engineer of Communications Circles.

The Executive Engineers of Roads Division.

The Executive Engineer Central Design Division (B and R) (with spare copies for Sub-divisional Offices).

No. 30

Formation levels of Roads.

PUBLIC WORKS DEPARTMENT

No. 9303-W(1),

9, Napier Barracks, Karachi, dated 5th November 1953.

CIRCULAR.

It has been observed that formation levels of many pucca Roads is kept very low. Following specifications should be adopted :—

(a) For Dry areas :—

(1) 2.0 ft. above the adjoining general ground level, or

(2) 1.5 ft. above water level in the adjoining fields.

(b) For rice areas :—

(i) 2.5 above the highest Abkalani level obtained in the adjoining fields, or

(ii) 3.0 ft. above the adjoining general ground level.

In Dhoro portions, the height should be suitably increased and drainage culvert provided.

2. These levels should immediately be enforced. If the estimates provide less earthwork, they may be revised. In the new estimates, provision should be made according to these orders.

A. G. SHAIKH,
Chief Engineer,
Public Works Department,
Buildings, Roads and Health Works.

To

The Superintending Engineers of Circles, (all) (Under Roads and Buildings Administration).

The Executive Engineers of Divisions (all) (Under Roads and Buildings Administration).

No. 31

Road Specifications.

PUBLIC WORKS DEPARTMENT

No. 3664/2-W(1),

9, Napier Barracks, Karachi, dated 5th November 1953.

CIRCULAR.

It has been observed in many cases that the Word "Consolidated" has not been added wherever any thickness for hard crust or soiling is mentioned. The omission of this word causes confusion and misunderstanding.

2. In future, the word "Consolidated" should always be added where-ever any thickness for hard crust or soling is mentioned.

A. G. SHAIKH,
Chief Engineer,
Public Works Department,
Buildings, Roads and Health Works.

To

The Superintending Engineers and Executive Engineers Buildings and Roads Administration.

The Executive Engineer Central Designs Divisions (Buildings and Roads).

No. 32

Provincial Roads within Municipal Limits orders regarding.

PUBLIC WORKS DEPARTMENT

No. 42—W (1),

9, Napier Barracks, Karachi, dated 7th November 1953.

Read. Government of Bombay (Public Works Department) No. A-10421, dated the 18th September 1914, (copy enclosed).

Read. Government of Bombay (Public-Works Department) Resolution No. 6009/27, dated the 23rd February 1934, (Copy enclosed).

CIRCULAR.

The Superintending Engineers of Communications Circles, are requested to note the orders contained in the Government Resolution referred to above indicating that all provincial Roads within the Municipal limits, should be entirely under the Control of Public Works Department. Where roads are in progress, small links in the Town, should be constructed and revised estimates submitted for the same. Land plan should also be prepared in consultation with Collectors and Presidents and the land strip get reserved under sub-section (2) of Section 50 of the Bombay (Now Sind) Municipal Act.

2. Where no roads is in progress e.g. Shikarpur Town, Dadu Town (for Dadu-Johi roads or else where separate estimates should be prepared and submitted *within* 15 days from the date of issue of this Circular. The intention is to complete all gaps in Roads in this financial year.

3. Instructions contained in paras 1 and 2 above should be given *TOP PRIORITY* and should receive personal attention of Superintending Engineers and Executive Engineers.

A. G. SHAIKH,

Chief Engineer,

Public Works Department,

Buildings, Roads and Health Works.

No. 33

Roads Control of Provincial-Passing through Municipal limits.

PUBLIC WORKS DEPARTMENT

Resolution No. 6009/27.

Bombay Castle, 23rd February 1934.

Read Government Resolution No. A. 10421, dated the 18th September 1914 Letter from the Commissioner, Central Division, No. M.U.N. 4/12, dated the 5th September 1932.

"I have the honour to invite a reference to Government Resolution No. A. 10421, Public Works Department, dated the 18th September 1914. on the above subject, and to state that no general action to give retrospective effect to the orders contained in the above Government Resolution seems to have been taken. It appears from note 3 to section 50 (2) of the District Municipal Act, 1901, on page 184 of Mr. Cumming's District Municipal Manual that Government can legally exercise its powers of reservation at any time. I have the honour therefore to enquire whether the intention of the orders in question was that fresh notifications reserving provincial roads should issue in the case of all municipalities, where such a notification had not already issued or whether the orders contained in the Government Resolution are themselves to be interpreted as adequately reserving those roads for the purpose of the Section 50 (2) of the District Municipal Act, 1901, and section (2) of the Bombay Municipal Boroughs Act, 1925.

Read Government reference No. 6009/27—W, dated the 3rd November 1933, to the Remembrancer of Legal Affairs.

Memorandum from the Remembrancer of Legal Affairs, No. 5900, dated the 29th November 1933.

It is not clear whether the fact of reservation of the provincial roads in question under Government Resolution, Public Works Department, No.A-10421, dated the 18th September 1914, was communicated to the Municipalities concerned though a reference to the Government Resolution will show that the Resolution was communicated to all Commissioners, Collectors, Superintending Engineers and Executive Engineers who may have in turn communicated with the Municipalities, and it also appears from the Government Resolution that provincial roads passing through Municipalities have been maintained at the cost of Government. The fact of reservation may be well known to the Municipalities concerned, but in my opinion it is not necessary under Section 50 (2) of the Bombay District Municipal Act, 1901, stipulates only for the reservation by Government it does not make such reservation depend upon communication to the Municipalities concerned, though it is obvious that communication is desirable and that its absence introduces an element of doubt and affords a basis for challenging the

validity of the reservation. It can be argued that reservation of provincial roads embodied in a formal Government Resolution is effective for the purpose of section 50 (2) of the Act; but in absence of communication of this decision has in fact led the municipalities to act on the assumption that the roads were not sc reserved Government would be stopped from contending that they were so· reserved (section 115 of the Indian Evidence Act). Whether the contents of the Government Resolution have been communicated to the Municipalities or not and, if not, whether the Municipalities have acted on the assumption that the roads were so reserved are questions of fact. In any case as pointed out by the previous Remembrancer of Legal Affairs in their opinions Nos 2556, dated the 9th August 1927, and O.Munis. Dist. 12 dated the 25th October 1953 and by the Advocate General in his opinion No. 61, dated the 25th July 1927 such reservation can only have effect as regards roads not already vested in the Municipalities. It is, in my opinion, clear that the Government Resolution of 1914 cannot be given retrospective effect it will have vals force only as regards Municipalities constituted after the date of the reservation, namely 18th September 1914."

The Acting Collector is strongly of opinion that all provincial roads including the berms and gutters should be specially reserved by Government under clause 2 of section 50 of the District Municipal Act, and should be entirely under the control of the Public Works Department. Such a course would be fully justified now that Government have ruled that all provincial roads passing through Municipal limits are to be maintained at their cost and not at the cost of the Municipalities concerned (Government Resolution Public Works Department, No. A. 9368 of 16th October 1912).

Memorandum from the Commissioner, Southern Division. No. MI. 215, dated the 20th May 1914, as under.

Submitted to Government with concurrence in the opinion expressed in paragraphs 4 and 5 of the Colletors' endorsement.

Resolution :—His Excellency the Governor in Council accepts the opinion expressed by the Collector of Ratnagiri in paragraphs 4 and 5 of his memorandum No. 1985, dated the 1st May 1914, and concurred in by the Commissioner, Southern Division, and is pleased to direct that all provincial roads (including the berms and gutters and all works, materials appertaining thereto) within the limits of all Municipal districts in the Bombay Presidency (except the city of Bombay) should be specially reserved by Government under Sub-Section (2) of section 50 of the Bombay District Municipal Act, 1901 and should be entirely under the control of the Public Works Department.

H. J. M. COUSSNS,

Under Secretary to Government.

To,

The Revenue Department, Secretariat.

The General Department, Secretariat.

The Commissioner in Sind.

The Commissioners of Divisions.

The Chief Engineer, in Sind.

The Superintending Engineers of Divisions.

The Remembrancer, of Legal Affairs.

The All Collectors, including the Collectors in Sind and the Deputy Commissioner, Upper Sind Frontier.

The Accountant General, Bombay.

All Executive Engineers.

Class B.

Indexed.

No. 34

Accompaniment to Government Resolution, Public Works Department, No. 6009/27, dated the 23rd February 1934.

Provincial roads passing through Municipal limits-Control of—

GOVERNMENT OF SIND,

PUBLIC WORKS DEPARTMENT

No. A. 10421.

Bombay Castle, 18th September 1914.

Letter from the Superintending Engineer, Southern, Division No. 633, dated the 9th March 1914, as under.

I have the honour to request the orders of Government on the application of section 50, clauses (c) and (f), and section 3, clause (12) of the Bombay District Municipal Act in connection with provincial roads passing through Municipal areas. A question has arisen in connection with the Ratnagiri-Kolhapur Road in the limits of the Ratnagiri Municipality. That body while erecting a fountain for perpetating the memory of the Coronation Ceremony of His Imperial Majesty King George V, Emperor of India, found it necessary to take up a strip of land 90 feet long and 1 to 2 feet wide from the road berms. The Executive Engineer who is responsible for the up-keep of the road was not consulted, and when the facts were brought to the notice of the President of the Municipality he replied that under the authority of the act quoted above the Municipality was within its right in having encroached upon a provincial road and put up a casonry compound wall and that no reference to the Executive Engineer on the subject was necessary.

If this contention is correct, no provincial road would be safe from encroachments and it will be a difficult matter for the Executive Engineer to maintain the roads in efficiency. Even as it is, road berms in Municipal limits are barely enough for stacking road materials and further unauthorized encroachments would be extremely prejudicial to the interests of the road.

2. In my opinion all provincial roads including the berms and gutters should be treated as "Specially reserved by the Governor in Council" under Clause 2 of section 50. As the matter involves a general principle of wide application, I beg to request that Government may kindly issue a definite ruling on the subject.

3. In the particular question at issue the Executive Engineer would have gladly agreed to part with the strip of land required for such a patriotic purpose but the necessity for consulting him in a matter of this kind should have been clear to the Municipality.

Memorandum from the Commissioner, Southern Division, No. MI. 117, dated the 17th March 1914, as under.

Copy forwarded, with compliments, to the Collector of Ratnagiri for favour of remarks.

Memorandum from the Collector of Ratnagiri No. 1985, dated the 1st May 1914, as under.

Returned with complements.

2. So far as the particular case referred to by the Superintending Engineer is concerned, it appears from a report received from the President Ratnagiri Municipality, that the Sub-Divisional Officer, Public Works Department, was a member of the Durbar Committee, and that it was he who marked out the line of the present compound. The Municipality therefore did not think it necessary to obtain the formal consent of the Executive Engineer as regards this particular enroachment on the provincial roads.

3. The President, However, goes further and states that the consent of the Executive Engineer was not necessary, as under section 50, clauses (e) and (f), the road not being specially reserved by Government belongs to the Municipality.

4. It seems to the undersigned that this view is not correct, and that the Act does not entitle the Municipality to make any encroachments on public roads, as would appear from the opinion of the Remembrancer on Legal Affairs given in Government Resolution No. 1890, Revenue Department, of 13th March 1891.

RESOLUTION :—The opinion of the Remembrancer of Legal Affairs should be communicated to the Departments and Officers concerned for information and guidance.

By order of the Government of Bombay.

Transferred Departments

N. N. AYYANGAR,

Deputy Secretary to Government.

G. R. No. 6009/27. P. W. D., dated the 23rd February 1934

To

The Revenue Department.
The General Department.

The Commissioner in Sind.

The Chief Engineer in Sind.

The Commissioner, Central Division.

The Commissioners, Northern and Southern Divisions.

The All Superintending Engineers.

The Remembrancer of Legal Affairs.

The All Collector including the Deputy Commissioner, Upper Sind Frontier

The Accountant General, Bombay.

The Audit Officer, Lloyd Barrage and Canals Construction.

The All Executive Engineers.

Indexed.

Copy forwarded for information and guidance to.

No. 35

Progress Reports of works

PUBLIC WORKS DEPARTMENT

No. P-73/3-W (1),

9, Napier Barracks, Karachi.

Camp Hyderabad, dated 23rd November 1953.

CIRCULAR MEMORANDUM.

According to Government Orders, certain reports are prescribed for Development schemes and other works. Besides periodical reports (fortnight and monthly and six monthly prescribed) for watching the works and Expenditure of various Contractors, are to be submitted by the Engineers. It has been observed that these reports are not being submitted regulary. Executive Engineers, should therefore, be directed that they should submit all these reports very regularly. Superintending Engineers should also see that reports to be submitted to Government are sent regularly on due dates.

2. From the figures of expenditure during this year, it has been observed that the expenditure has been very low and it has been considered necessary to watch, administratively, the expenditure and Progress for the remaining months of this financial year. In supersession of this office Circular No. P-73/3-W (1), dated the 20th August 1953, accompanying form has been prescribed for progress reports. This report is to be submitted for all the Development Scheme. Major and Minor Road Programme and Satellite Towns Scheme. Executive Engineers should send one copy of the report to Superintending Engineer concerned and one copy of the report to the Secretariat on the personal address of the under Secretary (Design) by the 5th of following month. Any Executive Engineer who is fully conversant with his work, will not find it difficult to fill in the form and send the report within the due date. The expenditure column should show the approximate expenditure and hence there is no necessity of verification of figures with Account Officers (Comptroller). General remarks by Executive Engineer should give clear picture of work or mileages of Roads completed. Serious notice will be taken for failure in submission of these reports.

A. G. SHAIKH,

Chief Engineer,

Public Works Department,

Buildings, Roads and Health Works.

To

The Superintending Engineer, Lower Sind Communications Circle.

The Superintending Engineer, Upper Sind Comunication Circle.

The Superintending Engineer, Building Circle.

The Superintending Engineer, Public Health Circle.

Copy forwarded to the Executive Engineers of Divisions (all). under the above Superintending Engineers.

Name of work.	Estimated amount.	Allotment for 1953-54.	Expenditure to end of previous month.		During month.		Progressive Totals.		General Remarks by Executive Engineer.	Remarks by Superintending Engineer.
			Stipulated.	Actual	Stipulated	Actual.	Stipulated	Actual.		
1	2	3	4	5	6	7	8	9	10	11

No. 36

Checking of mile/Furlong Stones-correction of the—

PUBLIC WORKS DEPARTMENT

Circular No. 3935—W (1),

9, Napier Barracks, Karachi, dated 1st December 1953.

CIRCULAR.

It has come to the notice of the Chief Engineer, Roads and Buildings that mile/furlong stones fixed on various roads do not read correct miles/furlong. It is therefore, emphasised that all the mile/furlong stones should please be checked carefully and corrected wherever necessary.

A. G. SHAIKH,
Chief Engineer,
Public Works Department,
Buildings, Roads and Health Works.

Copy forwarded to :—

The Superintending Engineer, Upper Sind Communications Circles.
The Superintending Engineer, Lower Sind Communications Circles.
for information.

No. 37

Maintenance of rain guages stations at various Táluka Head Quarters towns—

PUBLIC WORKS DEPARTMENT,

No. 4230—W (2),

9, Napier Barracks, Karachi, dated 3rd December 1953.

CIRCULAR.

The rain guages situated in the P. C. Buildings should in future be looked after by the Executive Engineers of Roads and Buildings Administration. A statement showing the names of places where rain guages are still necessary or are out of order, is attached herewith. The Executive Engineers should please be instructed to do the needful in the matter.

D. A.

Statement.

A. G. SHAIKH,
Chief Engineer,
Public Works Department,
Buildings, Roads and Health Works.

Copy with a copy of statement forwarded with compliments to the Executive Engineers of Roads and Buildings Administration for compliance.

Copy forwarded with compliments to the Superintending Engineers of Circles for information.

(Buildings Roads. Health Works and Irrigation).

S. No.	District.	Taluka.	Headquarter and place where rain-gauge are necessitated.	Whether missing or requires repairs.	Remarks.
1	2	3	4	5	6
1	Sukkur	.. Sukkur	.. Sukkur Taluka Office.	There is no rain-gauge.	
2	Do.	.. Shikarpur ..	..	Requires repairs.	
3	Do.	.. Garhi Yasin ..	..	It is in good working order.	
4	Do.	.. Rohri ..	..	Requires repairs.	
5	Do.	.. Pano Akil ..	..	It is in good working order.	
6	Do.	.. Ghotki ..	..	Do.	
7	Do.	.. Mirpur Mathelo	Taluka Office Mirpur Mathelo.	No rain-gauge.	
8	Do.	.. Ubauro ..	..	In working order.	
9	Larkana	.. Warah ..	..	Requires repairs.	(a) Tube connecting the Rain Gauge with Measure is necessary. (b) Measuring Bottle.
2	Do.	.. Miro Khan ..	..	The funnel for collecting rain drops is missing and the apparatus is also in disorder and requires repairs.	Not in working order.
3	Do.	.. Ratodero	.. Ratodero Kadorate.	To be constructed newly.	
4	Do.	.. Dokri	.. Kardorate at at Dokri.	To be constructed newly.	One Rain Gauge is situated at the Research, station Dokri. There is necessity of rain gauge at Kardorate Dokri.
5	Do.	.. Kambar ..	..	(1) 1″ or ½″ measure glass graduated in Tenths and hundredths of an inch for use with a 5″ rain gauge.	
*1	Larkana	.. Shahdadkot	.. District Bungalow Shahdadkot.	Requires repairs.	
*6	Larkana	.. Larkana ..	..	Katchery rain-gauge does not requires any repairs.	

S. No.	District.	Taluka.	Headquarter and place where rain gauge are necessitated.	Whether missing or requires repairs.	Remarks.
1	2	3	4	5	6
1	Dadu	.. Dadu	.. Collector's Katchery.	Requires repairs.	
2	Do.	.. Johi	.. Dispensary Johi	Do.	
1	Thatta	.. Thatta	.. Thatta town taluka H. Q.	Require repairs measuring glass missing.	
		Mirpur Sakro	Mirpur Sakro Headquarter.	Out of order. Require replacement.	
		Ghorabari	.. Kotri Allah Rakhio Shah Taluka Head quarter.	Require repairs.	
		Sujawal	.. Sujawal taluka Headquarter.	Does not require repairs.	
		Mirpur Bathoro	Mirpur Bathoro Taluka Headquarter.	Do.	
		Jati	.. Jati Taluka Headquarter.	Do.	
		Shah Bunder..	Laduin Taluka Headquarter.	Require repairs.	Wire fence needed to be fixed around it to be protected from animals.
		Mahal Keti Bunder.	Keti Bunder Mahal Headquarter.	Require repairs..	Require repairs measuring glass is also missing.
1	Hyderabad	.. Hyderabad	.. Hyderabad City	..	Has been installed recently.
2	Do.	.. Hala	.. Hala ..	..	In working order.
3	Do.	.. Tando Allahyar.	Tando Allahyar.	..	Do.
4	Do.	.. Badin	.. Badin ..	..	Do.
5	Do.	.. Guni	.. Tando Muhammad Khan.	Requires repairs.	
6	Do.	.. Matli	.. Matli ..	Do.	
7	Do.	.. Tando Bago ..	Tando Bago ..	Requisite replacemet.	Matter undei ac tion.
8	Do.	.. Do.	.. Rajokhanani ..	..	New rain gauges are required to be installed at these places, as these places are 19, 15 and 23 miles away respectively from taluka Headquarter.
9	Do.	.. Do.	.. Pangrio ..	..	
10	Do.	.. Do.	.. Khanpur Tando	..	

S. No.	District.	Taluka.	Headquarter and place where rain gauge are necessitated.	Whether missing or requires repairs.	Remarks.
1	2	3	4	5	6
3	Dadu	.. Kakar.	.. Dispensary K. N. Shah.	Missing.	
4	Do.	.. Kotri	.. (Kotri.) Head-quarter.	Requires repairs.	
5	Do.	.. Do.	.. Budhapur	.. Not Available..	
6	Do.	.. Do.	.. Manjhand	.. Do. ..	
7	Do.	.. Do.	.. Sann.	.. Do. ..	
8	Do.	.. Do.	.. Laki	.. Do. ..	
9	Do.	.. Sehwan	.. Sehwan	.. Requires repairs..	
10	Do.	.. Do.	.. Bhan	.. Do. ..	
1	Nawabshah	.. Sinjhoro	.. Sinjhoro	.. Do.	.. The Director of Agriculture, Sind.
2	Do.	.. Shahdadpur	.. Shahdadpur	.. Do.	.. Karachi has already been moved under*.
3	Do.	.. Do.	.. Tando Adam	.. Do.	..Office No. E. 0.9731, dated 21st August 1952 for the repairs of these, raingauges.
1	U. S. F.	.. Jacobabad	.. Jacobabad	.. In working order.	....
2	Do.	.. Thul	.. D.L.B. Dispendary at Thul.	Requires repairs.	
3	Do.	.. Garhikhairo	.. Garhikhairo	.. Do. ..	....
4	Do.	.. Kashmore	.. D.L.B. Dispensary at Kashmore.	Do. ..	....
5	Do.	.. Do.	.. D.L.B. Dispensary at Buxapur.	Missing	.. It is necessary to have a rain guage in the Buxapur Dispensary.

S. No.	District.	Taluka.	Headquarter and place where rain gauge are necessitated.	Whether missing or requires repairs.	Remarks.
1	2	3	4	5	6
6	U. S. F.	.. Kandhkot	.. Dispensary Kandhkot.	In working order.	The rainguage situated in the dispensary is surrounded by garden bushes, and pillars. It is only at a distance of 2 to 3 feet from the bushes and pillars. It needs to be shifted to the open space within the comopund toward south-western Corner of the distance of 25 feet from the southern compound wall and 20 paces from the platform.
1	Tharparkar	.. Khipro	.. Taluka Head-quarter.	Requires repairs.	
2	Do.	.. Mithi	.. Do. ..	Do. ..	
3	Do.	.. Diplo	.. Taluka Head-quarter.	Requires repairs.	
4	Do.	.. Dhalyar.	.. Drawn Salt Department Dhalyar Salt works.	Missing. ..	Rain guage glass missing.

No. 38

Repairs to Schools.

PUBLIC WORKS DEPARTMENT,

No. 7531-W-(2)

9, Napier Barracks, Karachi, dated 23rd December 1953.

CIRCULAR MEMORANDUM

It has been complained that the repairs to Schools are not being attended to properly and have not been started in many cases. Most of the Schools are in very bad condition and need immediate attention. Attention is invited to this office Circular No. 3686—W (2), dated the 23rd September 1953, in which it was ordered to pay special attention to Educational Buildings, but it appears that nothing substantial has been done.

2. It has been decided by the Honourable Minister, Department of Education and Finance that on completion of the repairs of any Institution, Sub-Divisional Officers should obtain the certificates of the Heads of the Institutions, regarding satisfactory completion of the repairs and send copies to the Executive Engineers and Educational Inspectors of the area. Executive Engineers, should send monthly reports to Superintending Engineers of which repairs are carried out during the month.

A. G. SHAIKH,

Chief Engineer,
Public Works Department,
Buildings, Roads and Health Works.

To

The Superintending Engineer, Lower Sind Communication Circle.
The Superintending Engineer, Upper Sind Communications Circle.
The Superintending Engineer, Buildings Circle.
The Superintending Engineer, Public Health Circle.

Copy forwarded to the Executive Engineer of Divisions (all). with spare copies for Sub-Divisional Officers and Overseers.

No. 39

Extra Item based on Schedules of rates—

PUBLIC WORKS DEPARTMENT

No. 66-W-(1)

9, Napier Barracks, Karachi, 26th December 1953.

CIRCULAR.

It has been found that some Superintending Engineers have sanctioned Extra Items based on *current* schedules, and allowed in them the same percentage above which is quoted in the tenders, though the tenders were based on *old* schedules. This is very incorrect. If any cases have been sanctioned here before, they may be reported *immediately* with full facts. For all pending cases percentage may be allowed on the same schedules on which tender is prepared.

In abnormal cases, if the old schedule items are incorrectly prepared and the present rates are very high, extra items may be prepared on the basis of the detailed analysis, allowing 10% contractors profit, but reasons should be reported for this deviation.

A. G. SHAIKH,
Chief Engineer,
Public Works Department,
Buildings, Roads and Health Works.

To

The Superintending Engineers, Under Buildings and Roads Administration.

The Executive Engineers of Divisions (All).
under the Buildings and Roads Administration.

No. 40

Girders and Joists.

PUBLIC WORKS DEPARTMENT

No. 4149/1/(B & R)/S

9, Napier Barracks, Karachi, dated 28th December 1953.

CIRCULAR MEMORANDUM.

In buildings, which are being constructed in the rural area. It is not possible to have R. C. C. roof, due to the difficulty of shuttering and dearth of skilled labour. The only suitable material for roof is either R. B. B. or Girders and Joists brick tiles. R. B. B. could only be used for small spans. Type designs and calculations for R. B. B. have been circulated by the Executive Engineer, Central Designs Divisions (Roads and Buildings).

2. Girders and Joists are not readily available. It is, therefore very essential to have proper control over their issue. It is, therefore ordered that all Executive Engineers should be directed to supply lists of the Iron Girders and Joists new or old obtained from dismentalled buildings to the Superintending Engineers and copy to the Executive Engineer, Central Designs Divisions (Roads and Buildings). It will be the duty of the Executive Engineers and Superintending Engineers to see that full and proper use is made of the available Girders and Joists. The Executive Engineer, Central Design Division (Roads and Buildings) should verify from the list available with him that proper use is made. He should even suggest the transfer of material from one Circle to the other. These lists should be renewed every 6 months. Materials already used should be scored off and new arrivals entered.

A. G. SHAIKH,
Chief Engineer,
Public Works Department,
Buildings, Roads and Health Works.

To

The Superintending Engineer, Lower Sind Communications Circle.

The Superintending Engineer, Upper Sind Communications Circle.

The Superintending Engineer, Building Circle.

The Superintending Engineer, Public Health Circle.

Copy Forwarded to :—

The Executive Engineers of Divisions (all) under above Superintending Engineers.

The Executive Engineer, Central Designs Division (R&B)

L (IV) 292—8

No. 41

Trial Pits

PUBLIC WORKS DEPARTMENT

No. 302-W-(2),

9, Napier Barracks, Karachi, dated 28th December 1953.

CIRCULAR.

It is observed that site plans of Buildings submitted by Executive Engineers do not show trial pits. For determining the correct foundation width and depth it is essential that the nature of soil is known.

It is therefore, hereby ordered that in future, the site plan must contain diagramatical data of soil which should be determined by trial pits or boring, taken to a depth of 8 ft. at least. In cases where the soil is made up or of doubtful nature, the depth may be deeper. All Executive Engineers should carefully note and comply in future.

A. G. SHAIKH,
Chief Engineer,
Public Works Department,
Buildings, Roads and Health Works.

To

The Superintending Engineers (under Buildings and Roads Administration).

The Executive Engineers (under Buildings and Roads Administration).

No. 42

Preparation of Plans and estimates of Buildings.

GOVERNMENT OF SIND

PUBLIC WORKS DEPARTMENT

No. 302-W-(2)

9, Napier Barracks, Karachi, dated 16th January 1954.

CIRCULAR MEMORANDUM.

There appears to be some confusion regarding the procedure of preparation of plans and estimates of new buildings. This had led to delays and inaction. Following instructions are issued for the guidance of all concerned :—

Generally all new building works are started by some administrative Department. The present works fall under 2 categories, *viz* :—

(1) Development Schemes (2) Other Schemes.

For Development Schemes, proformas are prepared by the Departments in consultation with local Public Works Department Officer and got approved For other schemes indents in some form are given by the Department. These proformas and indents should be obtained in the 1st instance. Following steps should then be taken :—

(1) *Sites.*—Site should be got selected and acquired and site plan prepared. On this site two or more trial pits 8 feet or above may be put in as considered necessary. The result of trial pits should be plotted on the site plan. The contours should also be taken by taking levels 100 feet apart. All depressions and mounds should be clearly marked. Following information should also be shown on the plan :—

(a) Highest Sub-soil water level;

(b) Water level in nearest channel or watercourse.

(c) Existing surrounding levels.

(d) Plinth levels of nearest buildings.

(e) Wind direction.

(2) *Line plans.*—Line plans should be prepared according to requirments of the Department keeping the site in view. All deficiencies and mistakes should be corrected as it is generally found that there are many mistakes in all indents. All other requirements such as residential necessities, Bath room, water closets etc. should be kept in view.

As far as possible double storied buildings should be considered as they are economical. Line plans should be dimensioned. Plinth areas should then be worked out. In doing so, thickness of walls should be considered. This is a general mistake.

(3) *General Description.*—General description should be prepared as *per given sample form* showing description of various items of work.

Design of foundations should be given special consideration. Circular issued *vide* this Office No. 302-W (2), dated 28th December 1953 should be kept in view. In case of additions and alterations, the new construction should fit in with the existing construction.

(4) *Statement of cost.*—Statement of cost should be prepared on the plinth area basis *as shown on separate sheet.* Executive Engineer, Central Designs Division will be sending quarterly statements of plinth area costs to all Executive Engineers. This cost should be shown on the line plan also. If the cost exceeds the financial limit, the reduction should be suggested to the administrative Department. The cost should then be worked out on the basis of the reduced accommodation. The portions to be dropped to be shown in different colour on the complete plan.

(5) *Submission to Officers.*—The line plan, general description, statements of cost should then be forwarded with a clear forwarding note giving full details to Superintending Engineer, or Chief Engineer whoever is the technical Officer authorized to sanction the estimate. It will always be profitable to consult Central Designs Division officially through Chief Engineer or directly as considered necessary and convenient.

(6) *Approval of Administrative Department.*—After the plans and estimates are approved by the Officer, they should be got approved from the Head of Department concerned. It will always be advisable to personally discuss the case with him. He should be requested to obtain administrative approval. Line plan should be got countersigned. At this stage the plans should be traced and blue prints sent to all concerned. Central Designs Division or Executive Engineer concerned could be given order to prepare detailed plans and estimates.

(7) *Detailed plans and estimates.*—Detailed plans and estimates should be prepared by the Executive Engineer, Central Designs Division or Executive Engineer concerned as ordered. Personal attention of Executive Engineer is very necessary. Details of R. C. C. design and other design should be carefully worked out. When the plans are ready, these should be checked by Superintending Engineer technically and in detail by his office. These should then be brought in Central Designs Division for check in rough. After check, these should be made fair.

(8) *Quantities of materials.*—When the estimate is ready, quantities of materials of various kinds should be worked out. Quarries and

Kilns and sources of other materials should be clearly indicated. Cost of transport of materials should be worked out where lead of materials is more than 2 miles and separate transport item be provided in estimates. It will be very essential that materials to be used should be got tested in Laboratory at Kotri.

This procedure though appears elaborate is the only correct procedure and will avoid waste and lead to careful and economical plainning. Most of the time could be saved by personal discussions or sending papers unofficially.

No estimate should take more than one month. If Officers take personal interest, the time could be considerably reduced.

Superintending Engineers are requested to see that these instructions are carefully followed and all pending estimates in connection with Development and other Schemes should be expeditiously prepared.

A. G. SHAIKH,
Chief Engineer,
Public Works Department,
Buildings, Roads and Health Works.

To

The Superintending Engineer, Lower Sind Comunications Circle.

The Superintending Engineer, Upper Sind Communications Circle.

The Superintending Engineer, Buildings Circle.

The Superintending Engineer, Public Health Circle.

Copy forwarded to :—

The Executive Engineers of Divisions (All) under the above Superintending Engineers.

The Executive Engineer, Central (R. and B.) Design Division.

Sample Form

General Description for construction of Buildings.

1. *Foundations* :—

(a) This has been kept 3 feet wide and 3 feet deep as per bearing power of the soil, details of which are attached.

(b) These will be filled in with concrete (1 :4 :8) for 1.5 foot depth and the rest will be B. B. masonry of over burnt bricks in lime mortor (1 :2) (or stone masonry as the case may be) 2.0 feet width 1.5 foot high.

2. *Plinth masonry* :—

(a) The height of plinth above the ground level will depend considering the nature of ground surface, and importance of the structure is kept 1.5 foot wide 2.0 feet above ground level etc.

(b) The masonry of it will be of B.B. in lime cement pointed to exposed faces (or as the case may be).

3. *Damp proof Course* :—

This will be of 4" Cement concrete (1 :2 :4) pudlo plaster to exposed sides, or as the case may be, laid as top course of Plinth masonry.

4. *Superstructure masonry* :—

(a) Height of walls for main rooms are kept as 13 feet and that of verandah and others 10 feet and walls 13½" thick for main and 9" to 10" thick for partitions. In case of 2 storeyed structure the heights and thicknesses of main and partition walls for grounds and Top floor.

(b) Main walls will be of B. B. in mud, mud plastered and white washed inside and lime Surkhi pointed or cement pointed from the outside, (depending upon the climatic conditions).

(c) Bottom and top three courses will be of B.B. in lime, cement pointed, or cement plastered.

(d) Arch masonry will be of B. B. in lime, cement pointed outside and mud-plastered inside (or lintels).

(e) Doors and windows Jambs Sills will be of B.B. in lime, cement pointed or cement plastered (as circumstances demand).

5. *Roof.*

Lintels, roof slabs, and beams will be as per design attached. (In rural areas, girders and joists to be provided).

6. *Flooring* :—

(a) Will be of 2″ Cement Concrete or 2″ flat tiles over 4″ thick lime concrete (1 :2 :4) with top flush with the damp proof course (or any other).

(b) Filling under floors will be of Sand in ordinary course, but if the sub-soil water level is too high, there should be a soaked layer of tarred gunny bags, over the sand filling under the floor.

7. *Wood Work* :—

(a) Doors, Windows and cup-boards will be all in deal or deodar with 2nd class fittings.

(b) All windows and ventilators of the main rooms will be wholly glazed and doors partly panelled, partly glazed and the rest of wood work wholly panelled.

(c) Main gate will be in Two shutters, wholly iron barred and wicket gates will be as usual.

(d) All windows will be iron barred.

(e) Ventilation provided is 20 S. ft. per head etc.

8. Details of accommodation etc.

9. Any other point of special nature to be mentioned.

SAMPLE FORM.

Statement of Cost of Building on plinth area basis.

Name of Building.	Floor.	Plinth area.	Rate.	Cost.
Main Building ..	Ground Floor ..	15,000 Sq. ft.	Rs. 8/-	1,20,000
	First floor ..	12,000 ,,	Rs. 6/-	72,000
Store ..	Ground Floor ..	2,000 ,,	Rs. 7/-	14,000
Servants, Quarters ..	Do. ..	1,500 ,,	Rs. 7/-	10,500
				2,16,500
Add 15% for probable high rates of contractor				32,475
Add for services at 10% ..				21,650

	2,70,625
Add 5% contingencies	1,353
Add 1½ work-charged establishment	406
Total Cost ..	2,72,384

Note.—Contractors' probable higher rate should be provided considering the local conditions and rates prevelant and should be provided accordingly.

Note—Amount for services such as, Electricity, water Supply Drainage, Internal road, Lawns trees, etc. should be provided according to the facility of services available in local area, and other local conditions. It can vary from 5% to evne 33 ⅓%.

No. 43

Sanction to tenders—orders prohibiting the commencement of work in anticipation of the—

PUBLIC WORKS DEPARTMENT

No. 9114-W (2),

9, Napier Barracks, Karachi, dated 29th January 1954.

CIRCULAR MEMORANDUM.

It has come to the notice of Government that some officers of this Department often start works in anticipation of Government sanction to tenders therefor. Such a course is irregular. The Officers are therefore requested to see that in future no work should be started without formal sanction of the tenders except in very exceptional cases.

Government will take a serious view if and when any non-emergent work is started without proper sanction to tender therefor by a competent authority.

A. G. SHAIKH,
Chief Engineer,
Public Works Department,
Buildings, Roads and Health Works.

Copy forwarded with compliments to :—

The Superintending Engineers of Circles.

The Executive Engineers of Divisions.

L (IV) 292—9

No. 44

Roads—Highway Registers.

PUBLIC WORKS DEPARTMENT

Resolution No. 7425-W (1)

9, Napier Barracks, Karachi, dated 9th February 1954.

CIRCULAR.

Read Resolution No. 9 adopted on 4th November 1950 by the *Ad Hoc* Committee of Experts on Inland Transport of the Economic Commission for, Asia and the Far East, Communicated under Government of Pakistan (Ministry of Communications) Communications and Transport Divisions No. R-11(13)/50, dated the 12th December 1950.

Resolution—After due consideration Government of Sind have decided to adopt "Highway Maintainance" register, for keeping record of thus effecting financial savings on the regular and adequate maintenance and repair programmes for roadways, as recommended by *Ad Hoc* Committee of Expert on Inland Transport of the economic Commission for ASIA and the Far East under this Resolution No. 9 adopted on 4th November 1950.

2. The Superintending Engineers of Communications Circles and Executive Engineers of Roads Divisions are directed to see that the registers are properly maintained in Divisional and Sub-Divisional Offices. The first entries should start from year 1951-52.

A. G. SHAIKH,
Chief Engineer,
Public Works Department,
Buildings, Roads and Health Works.

No. 45

Inspection Notes.

PUBLIC WORKS DEPARTMENT

CIRCULAR MEMORANDUM.

No. S.-26/4-W (1)

9, Napier Barracks, Karachi, dated 10th March 1954.

CIRCULAR MEMORANDUM.

It has not been possible to issue Inspection Notes soon after the inspection due to various reasons. In order to expedite the issue of such notes, it is ordered, that the Executive Engineers should in future, draft out the Inspection Notes and put up to the Chief Engineer during his stay at the places for his approval and issue. In cases where the Chief Engineer does not stay, the inspection Notes should be drafted by the Executive Engineers concerned and sent to the Chief Engineer on his personal address. The notes will be issued from the Chief Engineer's Office. This system has the additional advantage that the Officers will feel the greater responsibility in complying with the notes.

2. It is found that the Inspection Notes are not complied with in full, in many cases, and wherever compliance has been made, no report has been sent. It is therefore, ordered that the disposal of Inspection Notes should be made within one month irrespective of the fact whether the compliance has been made in full or not. An interim reply should be sent in such cases. Superintending Engineers should see that these instructions are fully complied with.

A. G. SHAIKH,
Chief Engineer,
Public Works Department,
Buildings, Roads and Health Works.

To

The Superintending Engineers, under Buildings and Roads Administration.

The Executive Engineers of Division, under the Roads and Buildings Administration.

No. 46

Execution of works without sanctioned plans and estimates.

PUBLIC WORKS DEPARTMENT

No. 8755-W(1),

9, Napier Barracks, Karachi, dated 18th March 1954.

CIRCULAR MEMORANDUM.

It has been observed that many works are being executed without having obtained sanction to plans and estimates. In certain cases, though works have been allowed to be started by the Chief Engineer or even permission to start such works in anticipation of sanction of plans and estimates but approval to plans and estimates is not obtained. This is most irregular.

2. Whenever any work is started there should be written order from the competent authority to do so. If the work is allowed to be started in anticipation of sanction to plans and estimates, these should be got approved and countersigned from the Superintending Engineer or Chief Engineer.

3. In all cases where works have been started without proper authority or sanctioned approval to plans and estimates, necessary approval should be taken within a fortnight, else the Executive Engineers of Divisions will be held responsible for the irregularity. Superintending Engineers are requested to see that such irregularities are stopped forthwith.

A. G. SHAIKH,
Chief Engineer,
Public Works Department,
Buildings, Roads and Health Works.

To

The Superintending Engineers of Circles, under Buildings and Roads Administration.

The Executive Engineers of Divisions (Under Buildings and Roads Administration).

No. 47

Providing Electricity in the newly constructed buildings.

PUBLIC WORKS DEPARTMENT

No. 326-W-(2),

9, Napier Barracks, Karachi, 20th March 1954.

CIRCULAR.

It has often been observed that providing of electricity in new buildings is not considered till the building is nearing completion. This system has created many difficulties and complications and delays. The correct procedure is that the estimate of electricity should be simultaneously prepared with the estimate of the buildings. It is, therefore, ordered that for all the new buildings for which estimates are not prepared as yet, this procedure should be adopted. As soon as the plan is approved in pencil, copy should be given to the Electrical Engineer, Electrical Division, Karachi and estimate obtained and necessary provision made in the estimate.

2. Most of the estimates have already been prepared and sanctioned. In case these estimates, lump sum provisions have been made so far for electricity. In all such cases, steps should now be taken to get the estimates prepared immediately. The matter has been discussed with the Electrical Advisor to Government and he desires that following information should be supplied, which will enable Electrical Engineer to prepare the estimates :—

(i) Detailed plans of all the buildings.

(ii) Lay-out plan of all the buildings under construction.

(iii) General plan of the Town showing the nearest point, where electric pole is available.

It is desirable that all the Executive Engineers of Divisions should have a tracing of all the towns within their jurisdiction on the scale of 330 ft. = 1″.

3. Reference should only be made for such towns, where there is electricity available or for new big colonies where it is considered that separate arrangement of electricity will be essential. As this matter has already been long delayed, immediate steps should be taken in the matter.

A. G. SHAIKH,

Chief Engineer,
Public Works Department,
Buildings, Roads and Health Works.

Copy forwarded to :—

The Electrical Advisor to Government and Electrical Inspector in Sind.
The Executive Engineers of Divisions (all).
The Superintending Engineers and Electrical Advisor to Government.

No. 48

Quality of work.
"Samples"

PUBLIC WORKS DEPARTMENT.

No. 9303-W(1),

9, Napier Barracks, Karachi, 20th March 1954.

CIRCULAR MEMORANDUM.

It has been observed that the quality of the works under execution is generally much below the mark. It is mainly due to the materials not being upto the specifications and workmanship being poor. It has often been emphasised that the staff being unexperienced, it is the duty of the senior Officers to exercise better control and render guidence. Attention is drawn to this office Circular No. 9303-W(1), dated the 20th June 1953, regarding "samples". It is regrettable to note that the Officers have failed to carry out the instructions issued in the Circular. Executive Engineers and Sub-Divisional Officer should see that no work is started until and unless samples of the approved quality are not made. Superintending Engineers are requested to take very strong action when any work is done without samples or if the samples are already there, the quality is not upto the mark. Action should be taken against the contractors as well as staff in-charge of the work. All staff should be warned that apart from any action being taken against them they will be made to pay for all bad work.

A. G. SHAIKH,
Chief Engineer,
Public Works Department,
Buildings, Roads and Health Works.

To

The Superintending Engineer, Lower Sind Comunications Circle.

The Superintending Engineer, Upper Sind Communication Circle.

The Superintending Engineer, Buildings Circle.

The Superintending Engineer, Public Health Circle.

Copy forwarded to the Executive Engineers of Divisions (all) under the above Superintending Engineers, with spare copies for Sub-Divisional Officers.

Copy forwarded to the Executive Engineer, Central (Roads and Buildings) Designs Division with spare copies for Sub-Divisional Officers.

No. 49

Plantation.

PUBLIC WORKS DEPARTMENT,

No. S-21/41-(1)

9, Napier Barracks, Karachi, 20th March 1954.

CIRCULAR.

Reference this office Circular No. S-21/41-W(1), dated the 28th June 1953, and 834-W(1), dated the 26th August 1953.

2. Instructions have been issued to frame 5 years programme for plantation of trees along the Roads. Whole length of the Roads should be divided into 3 portions :—

(i) Where the plantation is already existing.

(ii) Where the plantation could be done.

(iii) Where the plantation is not possible due to tract being rice low, which is liable to floods in rainy season.

3. It is intended that there should be separate establishment for plantation. 5 years programme should, therefore, be prepared by each Division separately and then a consolidated programme be prepared for the Circles. Each tree will require maintenance of 4 to 5 years after the plantation. This period could be considerably reduced if the trees are looked after properly or growth is expedited by the use of artificial manure. The programme should be submitted by the 10th April every year without fail.

4. In the meanwhile Executive Engineers should be directed to have nurseries where plants should be sufficient for double the length of mileage programme for the year.

5. It is contemplated that the trees should be planted in the compound of Educational Buildings, Hospital, Provincial Civil Buildings and then request the Departments concerned to look after them. The District Officers should be consulted and you are requested to give your views when final orders will be issued.

6. Road side plantation should be given artifical manure during cold season. Amonium sulphate is sold by Agriculture Department at concessional rates each tree should be given one pound of manure.

A. G. SHAIKH,
Chief Engineer,
Public Works Department,
Buildings, Roads and Health Works.

To,

The Superinteding Engineers of Circles (all) under (B. and R.) Administration.

Copy forwarded to the Executive Engineers of Divisions (all) under the above Superintending Engineers.

No. 50

Survey of Road through Towns and other Builtup Areas.

PUBLIC WORKS DEPARTMENT

No. 9303-W (1),

9, Napier Barracks, Karachi, 20th March 1954.

CIRCULAR.

Wherever a Road passes through a Town or a builtup area it should be surveyed and demarcated. As much land width as could be made available, should be brought within the Road limits.

Boundry stones should be fixed at every 50' and numbered. The actual Road width should be from 32 to 40 depending upon the availability and the rest be used for footpath. There should be 6″ curbs in between the actual Road width and footpaths.

The survey plan on suitable scale should be prepared and made available on the record of the Executive Engineer and Sub-Divisional Officer and overseer.

A. G. SHAIKH,
Chief Engineer,
Public Works Department,
Buildings, Roads and Health Works.

To

The Superintending Engineers of Communications Circles.

The Executive Engineers of Roads Divisions.

The Executive Engineer, Central Designs Division, (Buildings and Roads).

No. 51

Stores.

PUBLIC WORKS DEPARTMENT

No. 8828-D.

9, Napier Barracks, Karachi, dated 22nd March 1954.

CIRCULAR MEMORANDUM.

It has been observed that one of the main reasons of slow progress of works specially of the buildings is the non-availability of proper stores. It is, therefore, ordered that Stores should be established at the Headquarters of all the Divisions and small stores at Headquarters, of the Sub-Divisional Offices. In addition, there should be two Central Stores at Sukkur and Hyderabad. These stores should have following materials :—

(a) *For Buildings.*—

1. Wood-Teak wood, Deoder, Tali and Babul wood.
2. Girders and Joists.
3. Iron Bars of all sizes.
4. Bricks.
5. Cement.
6. Glass-panes.
7. Paints.
8. Other miscellaneous Stores.

(b) *For Roads.*—

1. Aggregates at quarries and at Road side.
2. Bitumen.
3. Cement.
4. Iron Bars for R.C.C. work.
5. Hume pipes for culverts and crossings.

(c) *Sanitary fittings.*—

1. Pipes of various sizes—G.I. Steel and R.C.C.
2. Pipe fittings.
3. Other sanitary fittings.

The materials should be sufficient for all works provided in the next year's budget. The total cost of these stores should be round about Rs. 1 crore in all Circles. Superintending Engineers, are requested to submit proposals for :—

(a) Purchase of materials.

(b) Construction of cheap type of Stores, at various places.

As this is very urgent matter, it should be given *top priority*, and proposals submitted immediately. In the meanwhile steps may be taken to collect materials at quarries and bricks according to the requirements.

A. G. SHAIKH,
Chief Engineer,
Public Works Department,
Buildings, Roads and Health Works.

To

The Superintending Engineers of Circles (all) (under Buildings and Roads Administration).

The Executive Engineers of Division (all) (under Buildings and Roads Administration).

The Executive Engineer, Central Designs Division, Buildings and Roads.

No. 52

Land Acquisition.

PUBLIC WORKS DEPARTMENT

No. 9303-W (1).

9, Napier Barracks, Karachi, dated 22nd March 1954.

CIRCULAR MEMORANDUM.

It is observed that the Land Acquisition proceedings are not carried on properly in Road Divisions. The land is usually entered upon without acquisition of wherever the land proceeding are started, no steps are taken to complete the proceedings. This practice has resulted in great complications, as payments have not been made on many roads for the land that is acquired, with the result there are always querrels between the owner's and the Public Works Department and poor khatedars are also made to pay Revenue assessment. It should, therefore, be seen that the land is properly acquired for all roads and compensation paid to Khatedars. Responsibility of payment to Khatedars should be on the Public Works Department, who acquire the land for the purpose. Revenue Authorities should be kept reminded till work is completed.

2. Boundary stones should be fixed before road work is started at the ends of roads limit at every furlong. Earthen mounds should be put in at every half furlong.

3. Land Registers should be maintained in Divisional and Sub-Divisional Offices.

4. It has been observed that very little land is acquired near Towns or on link Roads leading to Stations, with the result that there are encroachments and there will be difficulty of land acquisition at subsequent date. It is, therefore, ordered that the land width at such places should be 250′ to 300′ on all Roads. Places, which are likely to develop, should receive special attention.

A. G. SHAIKH,
Chief Engineer,
Public Works Department,
Buildings, Roads and Health Works.

To

The Superintending Engineers of Circles (all) (under Buildings and Roads Administration).

The Executive Engineers of Division (all) (under Buildings and Roads Administration).

The Executive Engineer, Central Designs Division, Buildings and Roads Administration.

No. 53

Plans and Estimates.

PUBLIC WORKS DEPARTMENT

No. 9303-W (1).

9, Napier Barracks, Karachi, dated 23rd March 1954.

CIRCULAR MEMORANDUM.

Plans and estimates of new works are prepared usually in Central Roads and Buildings Designs Division or Road Planning Division. As already ordered, the estimates should be prepared in Ink and Office copy got approved. During preparation, consultation may be made, as considered necessary. As soon as the Office copy is approved 7 copies should be prepared and distributed as under :—

1. Secretariat ... ... 2 copies.
2. Superintending Engineer ... ... 1 copy.
3. Executive Engineer ... ... 2 copies.
4. One Office copy.
5. One spare copy.

The Superintending Engineer and Executive Engineer responsible for construction should review these estimates and arrange for line-out. Any suggestions or mistakes should be pointed out immediately. The actual work should be started only after the plans and estimates and tenders are sanctioned or authority obtained for starting the work in anticipation. No execuse will hereafter be entertained for starting the work irregularly or without plans and estimates (approved or sanctioned.) These instructions should strictly be followed.

A. G. SHAIKH,
Chief Engineer,
Public Works Department,
Buildings, Roads and Health Works.

To

The Superintending Engineers of Circles (all) (under Buildings and Roads Administration),

The Executive Engineers of Divisions (all) (under Buildings and Roads Administration),

The Executive Engineer, Central Designs Division, (Buildings and Roads).

No. 54

Services further newly constructed Buildings.

PUBLIC WORKS DEPARTMENT

No. 9149-D.

9, Napier Barracks, Karachi, dated 23rd March 1954.

CIRCULAR MEMORANDUM.

It is observed that timely steps are not usually taken for providing the services such as Water Supply, Drainage, Electicity, Roads Laws and plantation, of trees, etc. for the newly constructed building, with the result that though the buildings are nearing completion or are completed, they are not fit for use. It is, therefore, ordered that as soon as any buildings are started, steps should be taken to make arrangements for the above facilities depending upon the conditions. Water Supply and Drainge usually present great difficulty and hence should receive *top priority*. All Executive Engineers should be directed to take immediate steps with regard to buildings already under construction. Separate reports, should be sent by Executive Engineer to S.E. for each set of buildings, as soon as buildings are started as to what steps are taken.

A. G. SHAIKH,
Chief Engineer,
Public Works Department,
Buildings, Roads and Health Works.

To

The Superintending Engineers of Circles (all) (under Buildings and Roads).

The Executive Engineers of Divisions (all) (under Buildings and Roads Administration).

The Executive Engineer, Central Designs Division (Buildings and Roads).

No. 55

Rate Analysis.

PUBLIC WORKS DEPARTMENT

No. S-26/4-W (1).

9, Napier Barracks, Karachi, dated 26th April 1954.

CIRCULAR MEMORANDUM.

It has been observed that Rate Analysis are made available to Contractors, which is incorrect. The Analysis are secret documents of the Department and should, therefore, not be shown to Contractors. All the staff (Techanical and Clerical) should be informed of these orders.

A. G. SHAIKH,
Chief Engineer,
Public Works Department,
Buildings, Roads and Health Works.

To

The Superintending Engineers of Circles (all) under Buildings and Roads Administration).

The Executive Engineers of Divisions (all) (under Buildings and Roads Administration).

The Executive Engineer, Central Designs Division (Buildings and Roads).

No. 56

Waggons.

PUBLIC WORKS DEPARTMENT

No. 4932—M (1).

9, Napier Barracks, Karachi, dated 13th May 1954.

CIRCULAR.

It has often been complained that there is shortage of Waggons and there is difficulty of transport of materials. Contact was made with the Railway Department. They state that the position is much better every year from May to September. You are requested to approach Railway Authorities and arrange for Waggons.

2. It has already been decided that the Quarrying of materials at Quarries and Transport be arranged by Public Works Department. The list of works to be done during the year is alway known in advance. If there is difficulty in transport by trucks, plots may be hired from Railway at Stations. The Divisional Superintendent has agreed to extend the facility. You should, therefore, make out sketches of plots required by you and approach Railway Authorities immediately. Copy of letter with sketch may be forwarded to this office.

This should be traeated as *Priority work.*

A. G. SHAIKH,
Chief Engineer,
Public Works Department,
Buildings, Roads and Health Works.

Copy forwarded to the Executive Engineers of Divisions (all). And Superintending Engineers.

No. 57

Earth Work of Roads.

PUBLIC WORKS DEPARTMENT

No. S-26/4-W(1).

9, Napier Barracks, Karachi, dated 17th May 1954.

CIRCULAR.

It has been found that instructions issued under this office Circular No. S-26/4-W(1), dated the 15th/23rd July 1953, are not being followed properly anywhere. The defects pointed out in the Circular still continue, which clearly indicated that the Executive Engineers and Sub-Divisional Officers, connive over such defects and do not realize that the main cause of bad roads is the earth-work. Popular maxim that "Road is as good as its foundations" is forgotten.

2. All staff should, therefore, be severely warned that if any defects are found hereafter, they will be very severely dealt with. Superintending Engineers, and Executive Engineers should take strong action whenever work is found to be going on, not according to the specifications.

3. There are many Rollers lying in each Division, which were used with bullocks previously. As there is limited machinery available in the Road Administration, all the old Rollers should be collected and used for Rolling earth-work.

A. G. SHAIKH,
Chief Engineer,
Public Works Department,
Buildings, Roads and Health Works.

To,

The Superinteding Engineers all Circles under (B. and R.) administration.

Copy forwarded to the Executive Engineers of Divisions (all) under above Superintending Engineers with spare copies for Sub-Divisional Officers.

Copy Forwarded to the Executive Engineer, Central Roads and Buildings Designs Division, with spare copies for Sub-Divisional Officers.

No. 58

Training of Overseers.

PUBLIC WORKS DEPARTMENT

No. 4721/12-E(2).

9, Napier Barracks, Karachi, dated 28th May 1954.

CIRCULAR MEMORANDUM.

It is usually seen that very little attention is paid to the training and the work of Overseers with the result that Overseers are often found to be blank, inefficient, lazy and irresponsible. Overseers are the back-bone of the Public Works Department and if they fail to do their duties, it is impossible for any Sub-Divisional Officer, to look after the work personally. One main reason for bad quality of the work for which there is general complaint, is due to inefficiency of Overseers.

2. If it is desired to have any improvement in the working of Department it is essential that Overseers should be looked after properly. Great attention should be paid to their training and regularity of the works. As most of these prople have received very little training in the Colleges, they should be intensively trained on prepartion of estimates, plans, L—sections and Cross-sections, even though, it may not be necessary according to the normal duties. They should also be trained for levelling and use of all methametical instruments. The important factor which is over-looked is about the maintenance of records. Instructions issued for maintenance of records should be followed by Overseers. It should be seen that every Overseer maintains these records regularly. If any Overseers fail to perform their duties properly or do not take interest in their works, they should be severely dealt with and even discharged inspite of the fact the there is dearth of Overseers.

3. Superintending Engineers and Executive Engineers, should personally see the Overseers on inspection and cross-examine them about their knowledge of works. Whenever Chief Engineer is inspecting works Overseers should be presented to him.

A. G. SHAIKH,
Chief Engineer,
Public Works Department,
Buildings, Roads and Health Works.

To

The Superintending Engineers of Circles (all) under Buildings and Roads Administration).

The Executive Engineers of Divisions (all) (under Buildings and Roads Administration).

The Executive Engineer, Central Designs Division (Buildings and Roads).

No. 59

Road Maistries.

PUBLIC WORKS DEPARTMENT

No. S-40/52-E (2).

9, Napier Barracks, Karachi, dated 29th May 1954.

CIRCULAR MEMORANDUM.

Instruction have already been issued under this Office Circular No. S-40/52-E (2), dated the 7th June 1953, for proper selection of Road Maistries. This question was further discussed in the Conference and qualifications were laid down, *vide* Minutes of the Conference issued under this office endorsement No. S-26/4-W (1), dated the 1st December 1953. It is observed that inspite of the above instructions, proper type of Maistries are not being engaged for Roads and Buildings, it is hereby, ordered that any Maistries appointed against the instructions, issued should be discharged.

2. The training of Road Maistries is often overlooked. These should be trained properly. It is intended to open Classes for training of Road Maistries. Till this is done, training on works should not be overlooked. It is very desirable that the proper work should be taken from Maistries to lighten the burden of officers, as this class of establishment has to remain on work during all working hours. Officers should pay personal attention to this aspect.

A. G. SHAIKH,
Chief Engineer,
Public Works Department,
Buildings, Roads and Health Works.

To

The Superintending Engineer, Lower Sind Communications Circle.
The Superintending Engineer, Upper Sind Communications Circle.
The Superintending Engineer, Buildings Circle.
The Superintending Engineer, Public Health Circle.

Copy forwarded to the Executive Engineers of Division (all), under the above Superintending Engineers.

Copy forwarded to the Executive Engineer, Central Roads and Buildings Designs Division.

No. 60

Contractors.

PUBLIC WORKS DEPARTMENT

No. 8165-I (3).

9, Napier Barracks, Karachi, dated 20th May 1954.

CIRCULAR.

It has often been obseved that due to the dearth of Contractors, big works are let out by Superintending Engineers and Executive Engineers, to small and inexperienced Contractors which results indelays and bad quality of work.

Besides, there is a practice to issue tenders in the beginning to any type of contractors but when the tenders are received it is often recommended that the work may not be let out to lowest tenderer on the score of less experience and insufficient financial resources which creates many complications. It is very desirable that these practices should be stopped forthwith.

In order to have proper class of contractors following steps should be taken :—

(a) The list of Contractors should be reviewed taking into consideration their ability, experience and financial resources and they should be recommended for various classes laid down, *vide* paragraph 1 of Government (P. W. D.), Circular No. 8156-W (2), dated 25th April 1951. If some contractors are not considered suitable for the classes in which they have been placed before they should be degraded or warned as considered suitable. Recommendations should be set in the form specified in paragraph 2 of Government (Public Works Department), Circular No. 8156-W(2), dated 25th April 1951. It is also essential that there should be list of petty contractors from 10,000 to 25,000 but approved by the Superintending Engineer.

(b) After classifying the Contractors, tenders for works should only be issued to the approved Contractors of that class. But if there are not sufficient contractors in that particular class tenders may be issued to other Contractors for one class higher with the prior approval of Superintending Engineers. But such persons should be recommended about whose capacity and financial resources Executitive Engineers have personally satisfied themselves. Once the tenders is issued to a person he cannot be overlooked on any ground. It should be noted that no recommendation will be entertained for higher tenderer on the score that lowest is less experienced or on any other ground unless there are special circumstances.

(c) Superintending Engineers should maintain annual record of contractors and their capability and financial resources and suitability, etc. in the form specified in paragraph 2 of Government, P.W.D. circular No. 8156-W(2), dated 25th April 1951.

The instructions should be regidly followed.

A. G. SHAIKH,
Chief Engineer,
Public Works Department,
Buildings, Roads and Health Works.

To

The Superintending Engineers of Circles (All).

The Executive Engineers of Divisions (All).

The Electrical Advisor to Government and Electrical Inspector in Sind.

No. 61

Hume Pipe Culverts

PUBLIC WORKS DEPARTMENT

No. 9303-W (1).

9, Napier Barracks, Karachi, dated 24th May, 1954.

CIRCULAR.

There is a large number of Hume Pipe Culverts provided in all estimates of the Roads under improvement. But it is seen that there is great delay in constructing these culverts for want of Hume Pipes. I am informed that Hume Pipe Companies have not got sufficient work and they will be too glad to supply at reasonable rates, if large indents of pipes are placed with them. It is, therefore, requested this question be looked into early. There should be sufficient reserve for future requirements.

2. Tenders should be called from the Hume Pipes Companies, for the supply of these Pipes. With this arrangement, it is possible to get competitive rates and to expedite the construction of work of culverts.

3. Following costs have been worked out in the Central Designs Division for various dimensions of Hume Pipe Culverts which may please be adopted in lump sum estimates—Detailed estimates may be prepared in every case.

Dia. of Pipe Culverts.	Class 30	Class 70
18″	1,250	1,300
24″ ..	1,450	1,700
30″ ..	2,000	2,200
33″ ..	2,450	2,700
36″ ..	2,700	3,000
42″ ..	3,350	4,300
48″ ..	3,800	4,700

Immediate action should be taken and report made within a fortnight as to what is being done in the matter.

A. G. SHAIKH,
Chief Engineer,
Public Works Department,
Buildings, Roads and Health Works.

Copy forwarded to the Superintending Engineers (all) Buildings and Roads Administration.

Copy forwarded to the Executive Engineers (all), Buildings and Roads Administrition.

No. 62

Bricks—Supply of—

PUBLIC WORKS DEPARTMENT

No. 9303-W (1).

9, Napier Barracks.

Camp Tando Mohammad Khan, dated 24th May 1954.

CIRCULAR.

It is found that sufficient steps have not been taken to establish Government kilns at District Headquarters, and at some important places as already ordered. Immediate steps should, therefore, be taken to establish brick kilns and stock of large quantities of brick for Roads and Buildings works.

2. In addition to these, there is requirement of bricks practically at all Taluka Towns. The study of the budget and of future works contemplated, will indicate the probable quantity required, at each Taluka, Towns and some other important places. As there is likely to be some delay in preparation and sanction of plans and estimates, it will be very advisable to arrange for bricks on stock for such works in advance. 3 to 5 lacs, of bricks at each Taluka Town is the probable requirement. It is therefore requseted to take immediate steps to arrange supplies of the bicks. Steps taken should please be reported.

A. G. SHAIKH,
Chief Engineer,
Public Works Department,
Buildings, Roads and Health Works.

Copy forwarded to the Executive Engineers of Divisions (all). And Superintending Engineers.

Copy forwarded to the Executive Engineer, Central Roads and Buildings Designs Division.

No. 63

Diversions.

PUBLIC WORKS DEPARTMENT

No. 9303-W(1),

9, Napier Barracks.

Camp Tando Mohammad Khan, dated 24th May 1954.

CIRCULAR.

It is observed that proper diversions are not being maintained along the Roads under improvement. This has caused great inconvenience to the Public and to the Officers inspecting the Roads. Diversion should be made as near the road as possible to facilities inspection. In all estimates of imprcvement, there is a separate provision for diversion and there should, therefore, be no reason for neglecting the work of diversion. Very severe action should be taken where Sub-Divisional Officers, and other staff are found negligent in this respect.

A. G. SHAIKH,

Chief Engineer,

Public Works Department,

Buildings, Roads and Health Works.

To

The Superintending Engineers of Communications Circles

The Executive Engineers of Divisions (All).

The Executive Engineer, Central Designs Division, (Buildings and Roads.)

No. 64

Bench Marks.

PUBLIC WORKS DEPARTMENT

No. 9303-W (1),

9, Napier Barracks.

Camp Tando Mohammad Khan, dated 26th May 1954.

CIRCULAR.

It is observed that usually there are no permanent bench marks along the Roads under improvement. In certain cases, it is seen that there is no list of bench marks in the Sub-Divisions. This state of affairs is very unsatisfactory. It is hereby ordered that permanent bench marks should be fixed at every mile of the Roads. These should be connected with permanent G.T.S. bench marks by double levelling. Permanent record should be maintained by the Sub-Divisional Officers and Overseers of all such marks. This work should be done much in advance of the actual of improvements.

2. In addition to G.T.S. and other bench marks, Os. of guages at structures or L.S. or some other permanent points of the structures of the Channels over which the Road is crossing should also be kept on record.

A. G. SHAIKH,
Chief Engineer,
Public Works Department,
Buildings, Roads and Health Works.

Copy forwarded to :—

The Superinteding Engineer, Buildings Circle.

The Superintending Engineer, Public Health Circle for having similar bench marks at their works.

Copy forwarded to the Executive Engineers of Division (all) under the above 4 Superintending Engineers, with spare copies for Sub-Divisional Officers.

Copy forwarded to the Executive Engineer, Central (Roads and Buildings) Desings Division with spare copies for Sub-Divisional Officers.

9, Napier Barracks, Karachi-4

Camp Hyderabad, the 29th May, 1954.

Five-year Programme called for under this office No. S-21/41-W(i), dated 20th March, 1954, has not been submitted as yet. Programme for the year which was separately called to decide the allotment which should be required for the year 1954-55, has also not been submitted. This should pleased be submitted now by 15th June, 1954. Following allotments are reserved for this year's plantation work.

Lower Sind Communication Circle	... ...	2 lakhs.
Upper Sind Communication Circle	... ...	1 lakh.
Building Circle	... ...	As provided in the satelite Roads Estimates.

The allotment of three lakhs will be taken out from the allotment given for repairs to roads. The deduction in allotment of repairs to roads will be communicated separately. This allotment is to be spent on following items :—

1. For looking after the previous plantation.

2. For keeping big nurseries which should serve the present and future needs.

3. For planting new trees.

The expenditure on road-side nalies should be borne by he road estimates.

2. The Programmes should be accompanied with typical one-mile estimates for new plantation and old plantation and nurseries estimates.

3. It was found during the last inspections that very little progress has been made in putting in nurseries and making road-side nalies. This work should be immediately started and should not await approval to the Programme.

A. G. SHAIKH,

Chief Engineer,

Public Works Department,

Buildings, Roads and Health Works.

No. 65

Road—Side Nalies

PUBLIC WORKS DEPARTMENT

No. S-26/4-W(i).

9, Napier Barraks, Karachi—4

Camp Hyderabad, dated 30th May, 1954.

CIRCULAR.

During the inspections it was found that many of the roads side nalies were dry and nalies were getting spoiled by jungle and earth collection. On account of Nalies being dry the condition of katcha roads and the berms of pucca roads is far from satisfactory. The plantation has received a serious set back due to want of water. It should be impressed on all Executive Engineers that it is very necessary that all road side nalies should be completed which should always remain filled with water. Charts should be got prepared showing the nalies which are already existing and the progress made during every month. These charts should show plantation and its progress. Vigorous steps should be taken to complete excavation of all nalies and arrangements for water in them. Sub-Divisional Officers and Executive Engineers should be asked to take these charts with themselves when Chief Engineers or Superintending Engineer goes on inspections. Negligence in this repsect will be dealt with severely.

A. G. SHAIKH,
Chief Engineer,
Public Works Department,
Buildings, Roads and Health Works.

No. 66

Progress Reports.

PUBLIC WORKS DEPARTMENT

No. P-73/3-W (1).

9, Napier Barracks, Karachi, 1st June 1954.

CIRCULAR MEMORANDUM.

In partial modifications of this office Circular No. P-73/3-W(1), dated the 23rd November 1953, following orders are issued :—

1. Progress Reports for all works costing over 1 lakh Development Schemes and other works should be submitted monthly in the form attached herewith. There should be two separate reports, one for buildings, and the other for Roads. The report for Roads should indicate total mileage of the road under improvement and the mileage completed during the month and completed up-to-date. These Reports should reach Secretariat by the 5th of the following month on the personal address of the Under Secretary to Government (Designs), Public Works Department. Executive Engineer, who is fully conversant with his work should not find it difficult to send the report on the due date. The expenditure figures should be approximate.

2. Progress Reports of all Development Schemes should be sent quarterly in the prescribed form. These Reports are in addition to the above Reports.

3. All other Reports, which are specially called by Government in connection with other works should be submitted regularly as ordered.

It has been found that there has been slackness in the past in submission of these Reports, which should not be the case now. The slackness will be dealt with severly.

A. G. SHAIKH,

Chief Engineer,
Public Works Department,
Buildings, Roads and Health Works.

To

The Superintending Engineer, Lower Sind Communications Circle.

The Superintending Engineer, Upper Sind Communications Circle.

The Superinteding Engineer, Buildings Circle.

The Superintending Engineer, Public Health Circle.

Copy forwarded to the Executive Engineers of Divisions (all) under above Superintending Engineers.

Copy forwarded to the Executive Engineer, Central (Roads and Buildings) Designs Division.

Name of work.	Estimated amount.	Allotment for 1953-54.	Expenditure to end of previous month.		During month.		Progressive totals.		Remarks by Ex. Engr. showing stage of works and reasons for slow progress and steps taken.
			Stipulated.	Actual.	Stipulated.	Actual.	Stipulated.	Actual.	
1	2	3	4	5	6	7	8	9	10

No. 67

Borrow Pits.

PUBLIC WORKS DEPARTMENT

No. O-W(1).

9, Napier Barracks, Karachi-4.

Camp Hyderabad, dated the 1st June 1954.

CIRCULAR.

It is found that borrow pits are being excavated for the roads in all sorts of manners which are not only unsightly but lead to many malpractices. It is generally seen that there is excess to the extent of 200 to 300 per cent. on all earth work estimates. Though one reason of the excess is improper preparation of the estimates but it cannot be denied that the main reason of excess is cheating which is made convenient and easy by irregular borrow pits. Following instruction are, therefore, issued for excavation of borrow pits :—

1. Borrow pits should be excavated parellel to the roads. They should be on one side or both sides as shown in the sections.
2. They should be started from the boundries of the roads towards the centre of the roads. The width should be in multiples of five feet and lengths should be in multiples of 10 feet. Any deviation from this should not be permitted and allowed in measurements. Normally, the widths should not be more than twenty feet.
3. If there are any old, pits along the line of borrow pits they should either be recorded in advance or levelled keen or bulldozer as considered convenient and cheap. All new borrow pits should have some speciality which should be decided by the Executive Engineer, in advance in view of the local conditions so that it should not be possible for the contractors to make false borrow pits.

2. All establishment should be warned that they will be severe dealt with if these instructions are not followed. Superintending Engineers and Executive Engineers are requested to see that these instructions are properly followed and severe action be taken wherever there is any negligencies or wilful disobedience.

A. G. SHAIKH,

Chief Engineer,

Public Works Department,

Buildings, Roads and Health Works.

No. 68

Order Books.

PUBLIC WORKS DEPARTMENT

No. S-26/4-W (1).

9, Napier Barracks, Karachi, 7th June 1954.

CIRCULAR MEMORANDUM.

It is observed that Order Books are not maintained at all works. Though they are maintined on certain works, they are not made full use of.

It is hereby ordered as under :—

1. Order Books should be maintained on all original works big and small.
2. These Books should be preserved in Divisional Offices for 5 years after completion of works. Register should be kept showing the list of these Order Book.
3. Every officer should invariably write his remarks on the Book when he visits the work.
4. These Order Book should also be shown to the Chief Engineer when he inspects the work.
5. It is the duty of Sub-Divisional Officer to see that the Book is put up to Officers on Inspections.

A. G. SHAIKH,
Chief Engineer,
Public Works Department,
Buildings, Roads and Health Works.

To

The Superintending Engineer, Lower Sind Communications Circle.
The Superintending Engineer, Upper Sind Communications Circle.
The Superintending Engineer, Buildings Circle.
The Superintending Engineer, Public Health Circle.

Copy forwarded to the Executive Engineers of Divisions (All) under the above Superintending Engineers, with spare copies for Sub-Divisional Officers.

Copy forwarded to the Executive Engineer, Central (Roads and Buildings) Designs Division, with spare copies for Sub-Divisional Officers.

No. 69

Road Berms.

PUBLIC WORKS DEPARTMENT

No. 9303-W(1)

9, Napier Barracks, Karachi, 17th June 1954.

CIRCULAR.

It is observed that Bajri and other Road materials are stacked on berms of Roads. This is highly objectionable as this practice disturbs the free flow of traffic. Nothing should be kept on the berms. Even the mile furlong stones and trees should be clear off the berms. Materials should be stacked on platforms made alongside the road at every furlong.

The berms, being as essential part of the road formation as the hard crust, should be maintained neat, level and well defined.

A. G. SHAIKH,
Chief Engineer,
Public Works Department,
Buildings, Roads and Health Works.

To

The Superintending Engineers of Circles (under Roads and Buildings Administration).

The Executive Engineers of Divisions (All) (under Roads and Buildings Administration).

No. 70

Road Boundaries.

PUBLIC WORKS DEPARTMENT

No. 9303-W(1)

9, Napier Barracks, Karachi, dated 23rd June 1954.

CIRCULAR.

It is observed that there are many encroachments within Road boundaries. One main reason of the encroachment is that Road boundaries are not fixed or prominently defined at site.

2. It is now ordered that in future Road boundaries be defined at site in the following ways :—

(1) Boundry trench 1′ deep and 1′ wide.

(2) Row of Babul trees planted along the Road limits trenches.

(3) Boundary stones or Earthen mounts at every half a furlong along the Road limits.

3. It is further ordered that these boundary marks, should be put in advance before any new road is taken up for improvement.

A. G. SHAIKH,
Chief Engineer,
Public Works Department,
Buildings, Roads and Health Works.

To

The Superintending Engineers of Circles (under Roads and Buildings Administration).

The Executive Engineers of Divisions (All) (under Roads and Buildings Administration).

No. 71

Road Beldars. (*a*).

PUBLIC WORKS DEPARTMENT

No. S-40/16-E(4)

9, Napier Barracks, Karachi, dated 23rd June 1954.

CIRCULAR MEMORANDUM.

It is obsereved that Beldars are not generally on Roads whenever inspection is made surprisingly. This indicates that either they are not engaged or there is loose control on the part of the Sub-Divisional Officers. This has been repeatedly pointed out to the Superintending Engineers and the Executive Engineer, but there is no improvement. As Office establishment is supposed to be in office, during duty hours, all Beldars and other out-door establishment having no office work should be on works during hours. Following instructions are issued for guidance :—

(i) Beldars should have a beat of 3 miles.

(ii) They should be alloted consecutive numbers on the same road for each Sub-Division. It is, therefore, essential that there should be boundary boards at the Sub-Divisional and Divisional boundaries.

(iii) They should have red armed bands and flags, which should bear their numbers.

(iv) They should always be on works during working hours which suggested as under :—

Summer 7-00 a.m. to 12-30 noon.
4-30 p.m. to 7-00 p.m.

Winter 8-00 a.m. to 5-00 p.m. with one hour's break from 1-00 a.m. to 2-00 p.m.

If Superintending Engineers desire any change, they can do so under intimation to the Chief Engineer, Buildings and Roads.

(v) They should be given proper instructions for works but their main duty should be to see that sacred top width of the Road is kept in very good condition and clear of all obstructions and Jungle.

If any negligence is found hereafter or any of the above instructions are not carried out, action will be taken against the Sub-Divisional Officers and they will be made to pay the wages of the Beldars.

A. G. SHAIKH,
Chief Engineer,
Public Works Department,
Buildings, Roads and Health Works.

To

The Superintending Engineer, Upper Sind Communications Circle.

The Superintending Engineer, Lower Sind Communications Circle.

The Superintending Engineer, Central Sind Communications Circle.

The Superinteding Engineer, Buildings Circle.

The Superintending Engineer, Public Health Circle.

Copy forwarded with compliments to the Executive Engineers of Divisions (all), under above Superintending Engineers, with spare copies for Sub-Divisional Officers.

Copy forwarded to the Executive Engineer, Central Buildings and Roads Designs Division, with spare copies for Sub-Divisional Officers.

No. 72

Buildings :
Construction Work—

PUBLIC WORKS DEPARTMENT

No. 3686-W (2),

9, Napier Barracks, Karachi, dated 23rd June 1954.

CIRCULAR MEMORANDUM.

It has been observed that the construction works of the buildings is going on in a most haphazard manner. The staff on the works is very indifferent and takes no interest in the construction of the works at all. It is hereby ordered that following documents should be always available at site :—

1. Copy of the approved plans and estimates and copy of the Schedule B of the tender and specifications.

2. *Foundation Plans.*—This should generally be prepared by the Overseers in-charge of works and countersigned by the Sub-Divisional Officers and the Executive Engineers.

3. List of materials required.

4. Detailed working drawings of various parts which are not clear in the main plan. These should also be prepared by the Overseer-in-charge and countersigned by the Sub-Divisional Officers, and the Executive Engineers.

5. Site plan showing the working arrangements *i.e.* places for materials stacking, water tanks, working platforms, etc.

6. *Progress Registers.*—These should show weekly progress in the same form in which the report is submitted by the Sub-Divisional Officers to the Executive Engineers. These Registers should also show separately progress of collection of materials and labour strength.

7. *Programme of Works.*—This should be prepared in advance by the Sub-Divisional Officers and the Contractors and approved by the Executive Engineers.

8. Order Books.

All Staff-in-charge of the works should be conversant with these documents and should be able to guide the contractors in getting the satisfactory progress and quality of the works if any neligence is found in this respect, or the staff is found blank or not well versed with these documents, very severe action will be taken.

A. G. SHAIKH,
Chief Engineer,
Public Works Department,
Buildings, Roads and Health Works.

To

The Superintending Engineer, Lower Sind Communications Circle.

The Superintending Engineer, Upper Sind Communications Circle.

The Superintending Engineer, Central Sind Communications Circle.

The Superintending Engineer, Public Health Circle.

The Superintending Engineer, Buildings Circle.

Copy forwarded with compliments to the Executive Engineers of Divisions (all) under the above S. Es., with spare copies for Sub-Divisional Officers.

Copy forwarded to the Executive Engineer, Central Buildings and Roads Designs Divisions, with spare copies for S. D. Os.

No. 73

Plantation.

PUBLIC WORKS DEPARTMENT

9, Napier Barracks, Karachi, dated the 5th October 1954.

CIRCULAR.

Ref. this office No. S-21/41W(1)D, dated the 29th May 1954.

During the last inspection it was disappointing to note that plantation has not received adequate attention. It is very surprising to note that S.Es. have failed to sanction detailed estimates of plantation for the various divisions though allotments have already been placed at their disposal. This evidently reflects adversely on their control and administration.

2. Five year programme should be finalized and *submitted* immediately.

3. It was observed that some plantation done now is very unsystematically carried out. It was previously ordered that regular continuous lengths should be planted on both sides of the road, but it is found that it is done in broken lengths and only on one side. Steps should, therefore, be taken to have continuous length of one mile or more.

4. Charts should be got prepared for all roads showing road side nalies and plantation of old and new in different colours on both sides of the road. Every Sub-Divisional Officer and Executive Engineer should have these charts with him. S. Es. should personally satisfy that these charts are correctly prepared. Whenever undersigned inspects any road the concerned charts should also be shown on the road. All charts should also be shown when undersigned is in camp at the headquarters of the Division.

5. A statement should also be prepared in the form attached herewith and submitted to for each sub-division separately. S. Es. should watch the work in each sub-division.

6. It is further observed that the maintenance of trees already planted is not proper there are no proper fences and watering is not done regularly. The trees can only grow when the roots are clear and bottom 1/3 of stem is clear of all branches which is not done at present. This should be done immediately.

7. It has already been ordered that during the cold months from November to March artificial manure should be given to all trees at the rate of 1 lb: per tree per month. Manure could be obtained from Revenue or Agriculture Department Officers at concessional rate.

8. S. Es. are requested to personally see that all the above instructions are properly carried out and drastic steps should be taken against the staff found to be negligent in this respect. Undersigned feels that if S. Es. and Executive Engineers take personal interest, there is no reason why plantation programme should not be successfully carried out.

A. G. SHAIKH,
Chief Engineer,
Public Works Department,
Buildings, Roads and Health Works.

Copy forwarded with compliments to :—

The Superintending Engineers (all). Except P. H. Works copy to Executive Engineers.

Road	Mileage	Plantations already done upto March 1954.	
		Right	Left

Mileage unider Programme durng 1954-55.		Mileage actually done.	
Right	Left	Right	Left

Total programme upto end of March 19	Actually done upto end of October 1954	Actually done upto end of March 1955	Remarks.

No. 74

Provincial Buildings.

PUBLIC WORKS DEPARTMENT

No. 3686-W(2).

9, Napier Barracks, Karachi, dated the 5th October 1954.

CIRCULAR.

During last inspection it was found that many provincial buildings are not repaired as yet. Clear instructions were issued that the repair programme should continue from the month of April but for reasons best known to the Executive Engineers this has not been done. Steps are being taken to let out certain works, and Superintending Engineers have silently approved such practice. The result is that many complaints are pouring in from all the Departments complaining bitterly about the negligence on the part of the Public Works Department in the maintenance of the buildings.

2. It has already been ordered that special repairs estimates for all buildings should be prepared which cannot be repaired from Maintenance Grant irrespective of the fact that the funds are available or not. There is a grant every year at the disposal of the Chief Engineer for the special repairs of Provincial buildings. Superintending Engineers should submit a list of estimates of which have been sanctioned by them and which cannot be met with from the funds already placed at their disposal. On the receipt of such statements specific grants will be made. It should also be reported as to how the amount already placed at their disposal is being spent, *viz.*, how much on repairs, establishment and special repair separately, and what is the total capital cost of all the buildings.

3. It was also found that the records of buildings in the charge of each Executive Engineer are not complete. Each Executive Engineer, Sub-Divisional Officer and Overseer should have a complete register of buildings in his charge and a separate register for inspection of these buildings. It should be seen as many buildings are inspected by Executive Engineers as possible. Superintending Engineer should also inspect some buildings.

4. It has generally been complained that there is no contact between the officers of this Department and the officers of other departments occupying the buildings. This is most disappointing. Circulars have already been issued to this effect from time time. All staff working on Buildings should be instructed to establish proper contacts. This will reduce the complaints and encourage co-operation and ensure better work.

5. As already instructed school and hospitals should receive top periority.

A. G. SHAIKH,

Chief Engineer,

Public Works Department,

Buildings, Roads and Health Works.

Copy forwarded with compliments to the Executive Engineers (all).

No. 75

Nurseries.

PUBLIC WORKS DEPARTMENT

No. 834-W(1).

9, Napier Barracks, Karachi, dated 20th October 1954.

CIRCULAR MEMORANDUM.

It is observed that sufficient number of nurseries are not established along the roads. Besides in most of the Nurseries that are established there are very few plants. It is found that as the result of non-availability of plants, the plants are purchashed at -/4/- each, it is, therefore, ordered that nurseries should be established at every 3-4 miles along all roads irrespective of the fact whether there is plantation already done or not. It may be noted that it is proposed to have plantation not only along the roads but within the compounds of provincial Buildings and Schools. Plants will also be made available to the public if surplus. It should be seen that the area of each nursery is not less than $\frac{1}{4}$th of an acre and there should be atleast 3,000 plants of all kinds. Immediate steps should be taken so that nurseries may be properly established before 15th November 1954, so as not to be affected by the cold wether.

A. G. SHAIKH,
Chief Engineer,
Public Works Department,
Buildings, Roads and Health Works.

Copy forwarded with compliments to :—

The Executive Engineers under Buildings, Roads and Public Health Works Administration (all with spare copies for Sub-Divisional Officers).

No. 76

Provincial Buildings :
Special Repairs.

PUBLIC WORKS DEPARTMENT

No. 3686-W (2),

9, Napier Barracks, Karachi, dated the 29th November, 1954.

C I R C U L A R .

Demands be made for additional funds for special repairs from the funds placed at the disposal of Chief Engineer. Until and unless following details are supplied, the funds placed at the disposal of the Chief Engineer cannot be allocated :—

(1) Maintenance and repairs allotment of the Division and its distribution in ordinary special repairs and establishment.

(2) Capital cost of all buildings in the Division.

(3) Statement of demands in the following form :—

(a) Name of the buildings.

(b) Capital cost of the building.

(c) Amount spent from Maintenance and Repairs.

(d) Amount of the special repairs estimate sanctioned.

(e) Grant demanded.

For each Division there should be a separate demand.

3. If the demands are not received by the 15th December every year it will be taken that there is no need for more funds and the balance amount which is at the disposal of the Chief Engineer will be surrendered. It should be pointed out to all the Officers that if any excess is made over the grants already placed at their disposal, the Officer responsible for the excess will be made to pay.

4. It is suggested that Superintending Engineers should call Executive Engineers and collect the necessary information and submit in time. It should also be noted that if the demands are not received and condition of buildings is unsatisfactory, the officer concerned will be responsible and the matter will be reported to Government.

5. It is seen that many repairs to buildings are carried out in contravention of the Public Works Department Circular No. 3686-W(2), dated the 19th October 1953. All staff should be informed that if any repairs are found

contrary to the orders in the Circular, they will be made to pay. Superintending Engineers and Executive Engineers are requested to please see during their inspections, if there is any infringement of these orders and action should be taken against the defaulters.

6. Many Officers have been intimating that very large amounts are required for special repairs to buildings and in some cases the amounts worked out come to 100% of the capital cost of the buildings. This position cannot be accepted. The maximum amount of repairs should normally not exceed 5% of the capital cost and in exceptional cases 10% of the cost, unless some items of the original nature are also included in the estimate or some other easy items, very beneficial to the contractors are also included.

7. It is, therefore, ordered that all the staff should be instructed to scrutinize the estimates personally and give a certificate that "I have myself satisfied that all repairs are according to the Public Works Department Circular No. 3686-W(2), dated the 19th October 1953, and no item of original nature is provided", Certificate should be given by the following officers after scrutiny upto the limits shown against them—

Overseers 5% of the Capital cost of Buildings.

Sub-Divisional Officers 10% of the Capital cost of Buildings.

Executive Engineers 20% of the Capital cost of Buildings.

Superintending Engineers over 20% of the Capital cost of Buildings.

A. G. SHAIKH,

Chief Engineer,
Public Works Department,
Buildings, Roads and Health Works.

Copy to Executive Engineers (all), spare copies for Sub-Divisional Officers.

No. 77

Tree Guards.

PUBLIC WORKS DEPARTMENT

No. 834-W(1).

9, Napier Barracks, Karachi, dated 13th December 1954.

CIRCULAR.

It is observed that tree guards with bricks are appearing on many roads whether there are trees or not. Besides there is no provision for these trees guards anywhere in any estimate either of Maintenance and repairs of plantation. The construction of tree guards should therefore be stopped. Where the work has been done without estimated provisions, action should be taken.

Khairpur State, where tree plantation is the best, had no tree guard except of jungle and brush wood which costs one rupee or so and there is no maintenance cost. It is therefore ordered that tree guards should be made of brush wood and jungle only. Very decent and useful tree guards could be made.

In places where there is less jungle, old drums should be used.

A. G. SHAIKH,

Chief Engineer,

Public Works Department,

Buildings, Roads and Health Works.

To,

The Superintending Engineers of Circles (all), Under Buildings and Roads Administration.

The Executive Engineers of Division (all), with spare copies for Sub-Divisional Officers.

No. 78

Compounds of Government Buildings—

PUBLIC WORKS DEPARTMENT

No. 3686-W(2).

9, Napier Barracks, Karachi, dated 15th December 1954.

CIRCULAR.

It has been observed that compounds of Government Buildings are in very shaby condition. There is all sorts of rubbish thrown by contractors and occupants lying everywhere. At many places jungle is standing. It is very necessary that the compounds should be neat and clean. Approached roads whether pucca or katcha are in very bad condition. These should be improved. Compound walls also need thorough repairs at many places.

As the repairs are in progress this work should be done during the year. All compounds be levelled with grader if necessary.

It is desirable that fruit bearing and other Plants should be planted in the compounds. This should be done in consultations with the occupants. I am sure that all officers will extend all co-operation.

A. G. SHAIKH,
Chief Engineer,
Public Works Department,
Buildings, Roads and Health Works.

To

The Superintending Engineers (all).

The Executive Engineers of Divisions (all), with spare copies for Sub-Divisional Officers.

No. 79

Minimum dimension of Hume Pipe Culverts Adoption thereof—

PUBLIC WORKS DEPARTMENT

No. 9303-W(1)

9, Napier Barracks, Karachi, dated the 12th January 1955.

CIRCULAR.

Following minimum dimensions of Hume Pipe Culverts should be adopted in future irrespective of discharges ;

(a) Drainage Culverts 36″ diameter.

(b) Irrigation Culverts 18″ diameter.

A. G. SHAIKH,
Chief Engineer,
Public Works Department,
Buildings, Roads and Health Works.

To

The Superintending Engineers (all).

Upper Sind Communications Circle, Karachi.
Lower Sind Communications Circle, Karachi.
Central Sind Communications Cricle, Hyderabad, Buildings Circle, Hyderabad.

Copy forwarded with compliments to the Executive Engineers (all).

1. Executive Engineer, Karachi Buildings Division, Karachi.
2. Executive Engineer, Tatta Roads Division.
3. Executive Engineer, Hyderabad Building Division, Hyderabad.
4. Executive Engineer, Mirpurkhas Roads Division, Mirpurkhas.
5. Executive Engineer, Nawabshah Roads Division, Nawabshah.
6. Executive Engineer, Sukkur Roads Division, Sukkur.
7. Executive Engineer, Jacobabad Roads Division, Jacobabad.
8. Executive Engineer, Larkana Roads Division, Larkana.
9. Executive Engineer, Dadu Roads Division, Dadu.
10. Executive Engineer, Lower Sind Road Planning Division, Karachi.

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